



Office of the Services Commissions

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CIRCULAR No. 377 **OSC Ref. C. 6499¹⁰**

19th September, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Administrative Assistant (GMG/AM 4) in the Rehabilitation Unit, Rehabilitation and Probation Aftercare Division, Department of Correctional Services**, salary range \$2,478,125 - \$3,332,803 per annum.

Job Purpose

Reporting to the Director, Rehabilitation, the incumbent is responsible to assist in directing and controlling the administrative functions, to ensure effective management and implementation of all activities of the Unit in keeping with its objectives. The incumbent is also responsible for providing research, technological support to manage office support systems and resources to ensure the effective and efficient functioning of the Office.

Key Responsibilities

Technical/Professional:

- Assists with the compilation for the supplies and material resources of the Unit Budget by advising on usage patterns of the various supplies, materials and services and their costs;
- Manages the inventory and distribution of office supplies for the Unit;
- Obtains quotations and finalizing arrangements for purchase of goods and services, including monitoring approval of payments made in accordance with the procurement guidelines;
- Manages the Documentation System for the Unit by maintaining the document classification, filing, storage and retrieval system as well as the security of confidential files and documents;
- Supports staff in the implementation of the PMAS by providing forms and copies and ensuring that Unit staff completes documentation within the required timeframe;
- Maintains leave files for all staff of the Unit;
- Assists with the arrangements and orientation of new staff for the Unit;
- Assembles and disseminates information to internal and external personnel as required;
- Prepares report and written materials for presentations, meetings and conferences and responds to routine and other correspondence as directed;
- Reproduces manuscripts and briefs prepared by the supervisor, including information dictated in an accurate and presentable manner;
- Processes incoming and outgoing correspondence in accordance with established procedures and checks email sent to the Unit and brings to the Supervisor items which must be dealt with at that level;
- Maintains copy files of official correspondence received by email and of computer-generated documents;
- Liaises with the Training Unit to co-ordinates travel arrangements and prepares itinerary for local and overseas business trips;
- Provides receptionist/telephone services for the Operations Supervisor;
- Maintains an effective Filing System that allows security and speedy retrieval of documents/information in accordance with established standards.

Administrative:

- Co-ordinates logistics for meetings hosted by the Supervisor, including preparing Agenda; organizing relevant information and documents; securing venue and refreshments; takes Minutes at meetings; and reproduces and distributes in accordance with established guidelines;
- Collaborates on heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to co-ordinate a variety of meetings as well as for routine and special appointments for the Supervisor, advising of matters requiring prompt attention;

- Prioritizes and manages multiple projects simultaneously and follow through on issues in a timely manner.

Other:

- May be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position from time to time.

Required Knowledge, Skills and Competencies

- Highly proficient in relevant computer applications
- Experience assisting management with the creation of report presentations
- Experience scheduling travel arrangements for management
- Professional telephone skills, positive energy and attention to detail
- Expert level written and verbal communication skills
- Excellent calendar management skills, including the coordination of complex executive meetings
- High level of professionalism and confidentiality
- Strong decision-making skills
- Strong customer orientation skills
- Strong initiative and resourcefulness skills
- Ability to interact with staff at all levels in a fast-paced environment
- Ability to work independently with little or no supervision

Minimum Required Qualification and Experience

- Diploma in Public Administration or Management Studies;
- Three (3) years' experience in the related field.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;

Applications accompanied by résumés should be submitted **no later than Monday, 2nd October, 2023 to:**

**Senior Director,
Human Resource Management and Administration
Department of Correctional Services
5-7 King Street
Kingston**

Email: career@dcsjm.gov.jm

Please note that only short-listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**