



Office of the Services Commissions

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27th 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 be assigned to/fill the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Director, Information and Communications Technology (MIS/IT 7) (Not Vacant) – Information and Communication Technology Branch**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Systems Development and Programming Manager (MIS/IT 6) (Vacant) – Information and Communication Technology Branch**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Director, Documentation/Information and Access Services (GMG/SEG 3) (Not Vacant) – Documentation/Information and Access Services Branch**, salary range \$4,594,306 - \$6,178,830 per annum.
4. **Web Developer/Programmer (MIS/IT 5) (Vacant) – Information and Communication Technology Branch**, salary range \$3,770,761 - \$5,071,254 per annum.
5. **Human Resource Management and Information Systems Officer (GMG/AM 3) (Vacant) – Human Resource Management and Development Branch**, salary range \$1,984,305 - \$2,668,670 per annum.
6. **Senior Secretary (OPS/SS 3) (Vacant) – Executive Management Branch (Permanent Secretary Office)**, salary range \$1,550,136 - \$2,084,761 per annum.
7. **Senior Secretary (OPS/SS 3) (Vacant) – Human Resource Management and Development Division**, salary range \$1,550,136 - \$2,084,761 per annum.

1. **Director, Information and Communications Technology (MIS/IT 7)**

Job Purpose

To oversee the activities of all areas of Information Communication Technology in the Ministry. Formulate, develop and implement Information Communication Technology (ICT) policies, plans and strategies to guide the Ministry in achieving its goals and objectives both in the long and short terms.

Key Responsibilities

Management/Administrative:

- Reviews the Ministry's ICT policies and procedures in accordance with industry standards;
- Participates in the Organizations Strategic Planning Process – prepares and monitors the Corporate and Operational Plan and Budget ensuring the work of the Division is carried out according to plan and agreed targets;
- Participates as a member of management team in planning, problem resolution and reviewing the performance of functional areas;
- Provides guidance to the Permanent Secretary, Director General, Chief Technical Director, Director Corporate Services and Directors on matters relating to ICT;
- Represents the Organization at meetings, conferences and other functions;
- Prepares Annual/Quarterly/Monthly and other reports as required.

Technical/Professional:

- Develops, implements and maintains policies to guide and inform the use of ICT in the Ministry;

- Maps the business processes of the Ministry and puts in place new systems to improve productivity and efficiency;
- Facilitates the development of a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to international standards in design and implementation;
- Plans the development of a Wide Area Network (WAN) linking the Ministry with all of its agencies and portfolio entities and develops a set of protocols governing the exchange of information and communication between the entities;
- Plans the virtualization of the operating environment to increase productivity and reduce cost;
- Establishes on-going systems analysis for systems improvement and directs new system development.;
- Provides technical expertise to the Ministry and Portfolio entities to provide for adequate ICT services to these entities and to chart the course for the eventual integration of the networks;
- Directs the development of security strategies to protect the network and data;
- Directs the development of benchmark and baseline performance testing for in-house systems;
- Oversees the development of systems for the care and maintenance of computer and network equipment;
- Develops and maintains short and long-range plans for the implementation of technology within the Ministry;
- Develops reviews, evaluates and recommends proposals for hardware and/or software acquisition;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Develops Training Plan for ICT staff to achieve and maintain the relevant technical competencies to deliver quality IT support and service to the Ministry and its entities;
- Provides technical support to facilitate the Ministry's Social Media Programme;
- Plans the implementation of open-source platforms to reduce IT costs;
- Recommends changes to ICT policies based on new internal and external demands.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Branch and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Branch through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Branch for the Orientation Programme.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communications skills
- Excellent leadership skills
- Excellent interpersonal skills
- Good problem-solving skills
- Ability to use own initiative
- Good teamwork and co-operation skills

Technical:

- Knowledge of networking technologies and software development principles
- Knowledge of international standards and best practice in ICT policy development and implementation
- Ability to direct and co-ordinate the development and integration of integrated computer systems involving network infrastructure and client/server business applications
- Knowledge of data security systems disaster recovery procedures
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business applications

- Knowledge of GoJ procurement policy and process
- Ability to communicate with and understand the requirements of professional staff in their area of specialization
- Knowledge of current ICT developments/trends

Minimum Required Qualification and Experience

- Masters Degree in an ICT discipline with relevant managerial experience;
- Three (3) years of experience in related field;
- Project Management training.

OR

- Bachelor Degree in ICT Discipline with relevant managerial experience;
- Six (6) years of experience in a related field;
- Project Management training.

Specify Licensing or Certification Necessary or Recommended for the Job

- Certification in Cisco Network Administration is an asset;
- Certification in Microsoft System Engineering is an asset.

2. Systems Development and Programming Manager (MIS/IT 6)

Job Purpose

To design, develop and implement software solutions to enable the different Divisions/Branches/Units and users in the Ministry to carry out their functions effectively and efficiently.

Key Responsibilities

Management/Administrative:

- Manages the staff of the Section to ensure that support is available to staff throughout the working hours;
- Contributes to the preparation of the Division's Strategic Plan, Budget and other administrative functions;
- Participates as a member of the Management Team in planning, problem resolution and reviewing section performance;
- Provides guidance to the Director of Information Communication Technology and Managers on matters relating to software development and acquisition;
- Represents the Organization at meetings, conferences and other functions related to ICT;
- Deputizes in the absence of the Director, Information and Communication Technology.

Professional/Technical:

- Designs, develops and implements software solutions for use in the Ministry;
- Evaluates the Ministry's software solutions against established Industry Benchmarks for performance, security, stability, user friendliness, etc. and plan and implement improvements to the systems where necessary;
- Plans and implement upgrades and modifications to existing systems to accommodate changing user needs and technology in a dynamic environment;
- Evolves the existing software systems application in various areas;
- Translates business requirements into maintainable, robust and efficient software systems;
- Leads the conducting of Unit testing and integration testing for functionality and limits;
- Develops Systems Specifications/Requirements Documents for the new and current software applications;
- Conducts fact-finding and analysis to provide input to requirements and participate in the development of a design system;
- Prepares high quality detailed system design specifications from a conceptual design such as the result of programme efforts produced by the system specified by user requirement.
- Conducts research into new software packages/platforms/systems and makes recommendations to the ICT Director;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Standardizes the development of Software solutions on a bankable, easy to support and maintain platform;
- Communicates proactively and collaborate with external and internal customers to analyze information needs and functional requirements and deliver various documents as needed:

(Functional requirements, Business Requirements Document), Use Cases, GUI, Screen and Interface designs);

- Develops and maintains accurate documentation of all custom developed software solutions including source codes and programme logic flow diagram;
- Documents software changes to reflect modification, upgrades etc.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Contributes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good People Management skills
- Good problem-solving skills
- Teamwork and co-operation
- Ability to use own initiative

Technical:

- Knowledge and expertise to design, develop and implement network-wide software solutions
- Good Knowledge of the Windows 2003/2008 network platform
- Expert knowledge of SQL Server, VB 6, PHP, C-Sharp and .NET platforms
- Working knowledge of Open-Source Platforms and solutions
- Ability to evaluate and assess IT solutions for technical merit, cost effectiveness and business application
- Ability to communicate with and understand the requirements of professional staff in area of specialty
- Knowledge of current technological developments/trends in area of expertise

Minimum Required Qualification and Experience

- Bachelor's Degree or Equivalent in Information Technology with emphasis on Software Development;
- Three (3) years of experience in related field.

Specify Licensing or Certification Necessary for the Job

- Professional certification (MCSD, MCDBA) in software development is highly desirable.

3. Director, Documentation/Information and Access Services (GMG/SEG 3)

Job Purpose

To co-ordinate the management of files and oversee the maintenance, distribution, storage and disposal of all official files and records within the custody of the Ministry of Economic Growth and Job Creation. To maintain proper accountability of all the official records and mail which enter or are created by the Ministry and make them available within the minimum time to the relevant users. The incumbent also administers the process of the Access to Information Act on behalf of the Ministry.

Key Responsibilities

Management/Administrative:

- Establishes policies and procedures and formulates goals and objectives for operations essential to the effective delivery of information services and management of the Library and Registry;
- Participates in the development of the Vision, Mission and Mandates of the Ministry;
- Creates Strategic Plan/Programmes/Projects for the Division, (Corporate, Operational, Monthly Plans, Projects Performance Reports and any other related reports);
- Develops and implement policies, procedures and code of practices for access to the organizations official records, in order to maintain compliance to the Access to Information Act;
- Conceives strategies for managing increasingly complex and often conflicting interests regarding a very wide variety of access to information requests;
- Reviews/researches information as requested for the provision of access;
- Plans, develops and establishes policies and procedures, formulate goals and objectives for operations essential to the effective delivery of information;
- Ensures adherence to legal requirements which affect the information of the Organization;
- Reviews the Division of labour within the Unit and takes appropriate action to ensure enhancement of efficiency and effectiveness constantly;
- Makes and supports recommendations for the acquisition and installation of appropriate equipment and materials;
- Forecasts/plans for short/long term workload on the basis of organizational and functional considerations and controlling assignments to achieve a satisfactory balance between capabilities and available staff.

Technical/Professional:

- Researches/analyzes and administrates on request made to access public records in accordance with the ATI Act;
- Prepares and presents Ministry's case to ATI Appeals Tribunal in matters to avert appeals against Ministry's decision for access;
- Analyzes and appraises the status of record keeping and documentation in the Ministry and develops and oversees the implementation of modern, professional and technical standards;
- Develops long-range forecasts for the Records and Information Management Programme within the Ministry;
- Represents the Ministry at conferences;
- Administers the provision of a comprehensive reference service to support the Ministry and its Divisions need for relevant, timely and accurate information;
- Guides and advises the Ministry's Directorate in relation to Records and Information Management practices and procedures;
- Conducts/co-ordinates/collaborates with internal and external Committees relevant to the function of the Ministry;
- Devises the development of Ministry's Automated Information Systems (records, files, unpublished documents to be automated) and liaises with the Information and Communications Technology Branch in the design and control use of such system;
- Monitors design and adaptation of relevant policies (information privacy, etc.) in support of the Ministry's Information Systems;
- Acts as the key contact for strategic advice regarding compliance with the Access to Information Act, the retention, storage and destruction of records;
- Ensures appropriate response in accordance with requirements to disclose records as a result of litigations with specific reference to information management;
- Satisfies the information needs of the Ministry's clientele by reviewing documentation systems, procedures, holdings and equipment to ensure that they support management's effectiveness in the conduct of business;
- Documents all issues identified by the Records Committee for referral to the Attorney General/Access to Information Unit for advice;
- Directs and monitors the implementation of appropriate systems and procedures to enhance the delivery of documented information within the Ministry;
- Provides policy advice on the ATI Act in relation to other legislation arising from ATI Act issues;
- Reviews existing information services systems, procedures, staffing, accommodation, equipment and standards of performance, making recommendations for improvement and monitor proper implementation;
- Participates in the Meetings of Focal Points appointed by the Governments of the signatory counties on the implementation of Principle 10 of the Rio Declaration on the Environment.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Contributes to the welfare and development of staff in the Branch;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch/Division and Organization goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Management and Development Branch through the development of procedural manuals and other duties prescribed within the framework.
- Prepares and conducts presentations on role of Division/Branch for the Orientation Programme.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Strong Analytical skills
- Good leadership skills
- Good problem-solving skills
- Teamwork and co-operation skills
- Result oriented

Technical:

- Excellent knowledge of Records Management practices in the Public Sector
- Sound knowledge of computer applications – (Microsoft word, Excel, Microsoft Access etc.)
- Full knowledge of the relevant legislations - Access to Information Act, Archival Act, FAA Act, Legal Deposit, Intellectual Property Right etc.
- High level of technical expertise in relation to the functions of library and information skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Library and Information Studies, from a recognized University; or a related degree;
- Seven (7) years' experience working as a Librarian or in a related field, three (3) years of which should be in a managerial capacity;
- Trained, certified and experienced in the use of computer applications systems (Database Management, Internet, Power Point and Microsoft Publisher etc.).

4. Web Developer/Programmer (MIS/IT 5)**Job Purpose**

To design, develop and implement software solutions to enable the different Units/Departments and users in the Ministry to carry out their functions effectively and efficiently; and maintain and design the contents of the Ministry Website and Intranet to ensure currency and accuracy.

Key Responsibilities**Professional/Technical:**

- Participates in the development and implementation of network-wide web base software solutions for use in the Ministry;
- Programmes and updates the Ministry's Intranet and Website;
- Performs upgrades and modifications to existing software systems to reflect changing user requirements and technology in a dynamic environment;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Performs user requirement needs to guide software development;
- Develops Programme Flow Logic Diagram to guide software development;
- Codes and tests software solutions on software development platform used in house;
- Rolls out custom cloud software to users;

- Trains users in the use of custom and commercial software.
- Researches and tests commercial software of interest to the Ministry and makes recommendations to supervisor;
- Manages the day-to-day operations of the Ministry's Website and Intranet, including updates, maintenance and ongoing development;
- Oversees and co-ordinates content management and user experience and creates and maintains a consistent website architectural structure;
- Maintains accurate documentation of all custom developed software solutions including source codes and programme logic flow diagram;
- Liaises with Heads of Divisions, HR and PR to gather relevant and up to date information for website;
- Identifies, diagnose and fixes website problems, including broken links (both internal and external), typographical errors and formatting inconsistencies;
- Conducts online satisfaction survey to measure level of satisfaction with newly developed/deployed systems;
- Proposes and implements system enhancements that will improve the performance and reliability of systems, website usability and functionality;
- Documents software changes to reflect modification, upgrades etc.;
- Prepares Individual Work Plan based on strategic alignment with Operational Plan of the Division;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent problem-solving skills
- Ability to work in a team
- Demonstrated use of initiatives

Technical:

- Quick learner and working knowledge of software design, development and implementation on a network platform
- Working knowledge of the development and use of Client/Server applications
- Good Knowledge of the Windows 2003/2008 network platform.
- Good knowledge of SQL Server, VB 6, C-Sharp, PHP, SharePoint, Photo Shop and .NET (or later versions) platforms
- Good knowledge of Programming concept and practice
- Working knowledge of Open-Source Platforms and solutions
- Ability to communicate with and understand the requirements of professional staff in area of specialty.
- Ability to code programme from program logic diagram
- Good software documentation skills
- Knowledge of current technological developments/trends in area of expertise

Minimum Required Qualification and Experience

- Bachelor's degree or equivalent in ICT with emphasis on Software Development;
- Two (2) years of experience in a related field.

Specify Licensing or Certification Necessary for the Job

- Professional certification (MCSD, MCPD) in software development is highly desirable.

5. Human Resource Management and Information Systems Officer (GMG/AM 3)

Job Purpose

The Human Resource Management and Information Systems Officer is responsible for managing the Human Resource Management Information Systems and personnel records, facilitating accurate capture and integrity. The incumbent will update and maintain an automated HRMIS thereby enhancing and supporting the HR decision making capabilities and other activities within the Branch.

Key Responsibilities

Management/Administrative:

- Develops, implements, maintains and manages Standard Operating Procedures for personnel records;
- Ensures accurate documentation process/procedures manuals are designed and updated for all HRMIS processes;
- Provides recommendations on organizational policy matters related to HRMIS;
- Responds to enquiries and complaints concerning records and information management;
- Serves on various committees internal and external to the Ministry;
- Represents the Ministry at Seminars, Conferences, Symposiums, etc.;

Technical/Professional:

- Automates applicable Human Resource processes
- Assists with maintaining the following lists/schedules:
 - ✓ Staff Lists
 - ✓ Staff Attrition
 - ✓ Birthday
 - ✓ Other database and schedules
- Assists in creating HR workflow system solutions to support strategies and initiatives;
- Maintains security access codes ensuring system is secured at all times;
- Liaises with Information and Communication Technology Branch and other key personnel to ensure smooth operation of HRMIS;
- Collaborates with Information Systems Manager to maximize the utilization of Human Resource systems to automate standard processes by:
 - ✓ Identifying opportunities for improving Human Resource processes through information systems changes
 - ✓ Developing HR systems to support the production of various reports
 - ✓ Coordinating upgrade and maintenance of HR systems and also to resolve technical difficulties
 - ✓ Monitoring HRMIS systems and other interfaces to ensure they function appropriately
- Reviews and implement requests for creation of new files/records;
- Ensures proper maintenance and security of records;
- Assist with updating period of service records and other electronic records;
- Manages the implementation of MYHR+ within the Ministry;
- Assist in sensitizing staff of the use of MyHR+ self service;
- Updates MyHR+ to facilitate payroll administration;
- Conducts Data Entry activities;
- Ensures that Information Management Databases are developed and maintained;
- Maintains back-up File System for computer database;
- Conducts research and generates special and routine reports;
- Provides Management Information to streamline workflow and support Work Force Planning and Management;
- Responds to HR queries within scope of duties or refer to responsible officers;
- Creates/monitors the creation and maintenance of file index and classification system;
- Conducts research and keeps the Branch abreast of Industry related changes and incorporates best practices in workflow;
- Assists with reviewing and documenting processes geared at improving HR operational activities;

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Teamwork and corporation
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Client and Quality Focus/Commitment to Service Quality
- Adaptability and initiative
- Integrity and confidentiality
- Methodical
- Good planning and organizing skills
- Goal/Result Oriented
- Good analytical thinking skills

Technical:

- Knowledge of GoJ Access to Information Act
- Knowledge of GoJ Records Management practices, policies, principles, standards and guidelines
- Knowledge of Risk Management
- Knowledge of the Staff Orders and Public Service Regulations
- Proficient in the use of Microsoft Word, Excel
- Use of Technology related to Records and Information Management (software/systems/programs)
- Compliance
- Policy Development

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Management or related field from a recognized tertiary institution;
- Training/Certificate in Records Management and Information Technology;
- Two (2) years' experience working in Records and Information Management in Human Resource Management in an organization of similar size and complexity.

OR

- Associate of Science Degree in Human Resource Management or related field from a recognized tertiary institution;
- Training/Certificate in Records Management and Information Technology;
- Four (4) years' experience working in Records and Information Management in Human Resource Management in an organization of similar size and complexity.

6. Senior Secretary (OPS/SS 3)**Job Purpose**

To provide secretarial and administrative support to the office of the Permanent Secretary.

Key Responsibilities***Professional/Technical:***

- Performs stenographic duties for the production of letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the office and provide where possible necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Manager and issues reminders of ensure fulfilment;
- Assists in the maintenance of effective client relations by, determining the nature of enquiries from visitors and callers;
- Liaises as necessary between the Permanent Secretary and the other staff for dissemination of information and instructions;
- Orders and maintains inventory on stationery used in the Office of the Permanent Secretary;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities;
- Establishes and maintains a records management system/procedure for the Office of the Permanent Secretary;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Office of the Permanent Secretary;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies***Core:***

- Excellent organisational skills
- Excellent oral and written communication skills
- Team-oriented with excellent interpersonal skills
- Highly Confidential

Technical:

- Excellent administrative and secretarial skills

- Knowledgeable and proficient in word processing and standard computer applications

Minimum Required Qualification and Experience

- CXC or GCE O' Levels subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 4-5 years' general office experience.

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' level; training in the use of a variety of software applications and 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

7. Senior Secretary (OPS/SS 3)

Job Purpose

To provide secretarial and administrative support to the Office of the Director, Human Resource Management.

Key Responsibilities

Professional/Technical:

- Performs stenographic duties for the preparation of letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the Office and provides where possible necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Director, HRM and issues reminders of ensure fulfilment;
- Assists in the maintenance of effective client relations by determining the nature of enquiries from visitors and callers;
- Liaises as necessary between the Director, HRM and the other staff for dissemination of information and instructions;
- Assists with the maintenance of the Attendance Register and preparation of monthly Attendance Report on staff in the Branch for submission to the Director, HRM;
- Orders and maintains inventory on stationery used in the Branch;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities;
- Establishes and maintains a Records Management System/procedure for the Branch;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Branch;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent organisational skills
- Excellent oral and written communication skills
- Team-oriented with excellent interpersonal skills
- Highly Confidential

Technical:

- Excellent administrative and secretarial skills
- Knowledgeable and proficient in word processing and standard computer applications

Minimum Required Qualification and Experience

- CXC or GCE O' Levels subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 4-5 years' general office experience.

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' level; training in the use of a variety of software applications and 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Tuesday, 10th October, 2023 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

Please note that only shortlisted 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**