



Office of the Services Commissions

(Central Government)

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7th November, 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 following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

- 1. Administrator (GMG/AM 3) – Facilities and Property Management/Security, Energy and Emergency Management Branch**, salary range \$1,984,305 – 2,668,670 per annum.
- 2. Administrative Assistant (GMG/AM 3) – Facilities and Property Management Branch**, salary range \$1,984,305 – 2,668,670 per annum.

1. Administrator (GMG/AM 3)

Job Purpose

Under the direction of the Manager, Security, Energy and Emergency Management (GMG/SEG 2), the Administrator (GMG/AM 3), provides administrative support as well as administers the Closed User Group (CUG) services for the Ministry. This is achieved through the careful monitoring, reviewing and management of the CUG contracts and services to ensure that all clauses are adhered.

The incumbent is also required to monitor CUG accounts under contract and submit invoices to the requisite division for processing and provide written reports to the Director regarding any anomalies detected in the CUG service.

Key Responsibilities

- Meets with CUG Account Manager quarterly to stay informed, resolve issues, and get updates regarding technical advances;
- Submits requests regarding Agencies and entities under the MOAF Registry to update CUG group listing;
- Provides information, upon request, regarding setting up and establishing new CUG groups;
- Facilitates requests for the transfer of CUG numbers to other government offices, for privatization of CUG numbers and to transfer CUG numbers to different desks;
- Monitors CUG Contracts to ensure adherence to all clauses;
- Issues CUG Handsets and ensures that contracts are signed and properly filed;
- Documents all MOAF handsets and Data Plans and updates names, posts, SIM cards and IMEI numbers;
- Provides SIM Cards to qualified MOAF staff and monitors the issuing of pre and postpaid SIM cards;
- Liaises with CUG Account Manager via emails and telephone regarding Digicel related products and services;
- Processes requests for replacement of SIM cards, adjustments to credit allotment (if post has changed) and issues regarding defective SIM cards;
- Monitors the CUG numbers by examining suspended services, reassigned numbers and changed posts and names;
- Submits CUG invoices for payment and ensures that CUG reports are accurate and current;
- Monitors CUG accounts under projects and submits invoices to the requisite Division/Programme;
- Provides Reports to the Director regarding any anomalies detected with CUG service;
- Documents reports of damage, loss, defects of handsets and effects repairs as required;
- Arranges for phones to be loaned and processes documents for replacement, where applicable;

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal skills
- Excellent planning and organizing skills
- Good problem-solving and decision-making skills
- Sound analytical thinking and judgment skills
- Excellent oral and written communication skills
- Excellent customer and quality focus
- Good negotiating skills
- Ability to manage the client interface

Technical:

- Excellent knowledge of the Closed User Group (CUG) in-service group configuration
- Good knowledge of the policies and guidelines of the Ministry
- Good knowledge of the provider's policies in relation to CUG services
- Good Report writing skills
- Demonstrates sound personal and professional integrity
- Proficient in the relevant software applications
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Management Studies, Public/Business Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Two (2) years' experience in an administrative capacity.

OR

- Diploma in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Four (4) years' experience in an administrative capacity.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The position entails meeting tight deadlines/timelines which may result in high degrees of pressure, on occasions;
- May be required to travel locally to conduct site visits.

2. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the general supervision of the Civil Works Engineer (SOG/ST 8), the Administrative Assistant (GMG/AM 3), organizes and administers a range of administrative duties and activities relating to the Building and Construction Unit of the Ministry of Agriculture, Fisheries and Mining.

The incumbent is responsible for the provision of clerical and administrative support and for liaising with other Divisions, Branches, Units and external agencies on behalf of the Civil Works Engineer. The incumbent is also required to maintain a proper Filing System to facilitate easy access and security of files thus ensuring the smooth operation of the Unit. Additionally, the incumbent provides support for the preparation of the Unit's Plans and Reports as well as for meetings and events planning.

Key Responsibilities

- Receives, reads, and screens incoming correspondence and reports; makes preliminary assessment of material and follows-up to ensure that action is completed;
- Accesses and sends e-mails via the internet;
- Performs a range of administrative duties including preparing invoices, estimates, coordinating meetings, etc.;
- Assembles and disseminates information to internal and external personnel as requested;
- Receives and screens visitors prior to audience with the Civil Works Engineer;

- Manages the Civil Works Engineer's Appointment Diary including liaising with internal and external personnel as necessary;
- Responds to requests, inquiries and complaints from organizations and the general public, refers persons to the relevant officers and follows through on the resolution of issues;
- Produces documents and reports and transcribes Minutes for circulation;
- Researches and collates documents for conferences and press briefings;
- Responds to routine correspondence;
- Monitors matters that have been passed to Officers' desks for action;
- Accompanies the Civil Works Engineer to meetings, seminars and conferences, takes notes and records Minutes, as required;
- Arranges meetings, conferences and other events as directed by the Civil Works Engineer by notifying participants, arranging accommodation, preparing agendas and material for presentation and information;
- Writes itineraries and arranges site visits;
- Prepares and processes documents; reviews for accuracy and completeness; updates information and makes the required changes;
- Proofreads and edits documents prepared for the Civil Works Engineer's signature;
- Ensures compliance within budgetary constraints;
- Keeps records of all deadlines to be met and important matters to be dealt with and interfaces with the officers and Divisions concerned.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer service and quality focus skills
- Strong planning and organizing skills
- Good problem-solving and decision-making skills
- High level of integrity and professionalism
- Good analytical thinking skills
- Excellent teamwork and co-operation
- Initiative, confidentiality and integrity

Technical:

- Good knowledge of the operations of the Government/Ministry
- Good knowledge of the Civil Service regulations and procedures, the FAA Act
- Minutes and report writing skills
- Ability to transcribe material in a clear, accurate and acceptable manner
- Good records and file management skills
- Proficiency in the use of Microsoft applications
- Sound knowledge of web-based research techniques
- Proficiency in speedwriting and typewriting
- Knowledge of general office administration and procedures

Minimum Required Qualification and Experience

- Associate Degree in Management Studies, Public/Business Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Three (3) years' experience in an administrative capacity.

OR

- Diploma in Management/ Public/Business Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Four (4) years' experience in an administrative capacity;
- Certification of proficiency in the relevant computer software applications.

Special Conditions Associated with the Job

- May be required to travel with the Civil Works Engineer to meetings, conferences and seminars island-wide;
- May be required to work on weekends and holidays.

Applications accompanied by résumés should be submitted **no later than Monday, 20th November, 2023 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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