



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 457 **OSC Ref. C. 5850¹⁴**

27th October, 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. **Administrator (GMG/AM 3) - (Not Vacant) - Land Policy and Administration Branch**, salary range \$1,984,305 - \$2,668,670 per annum.
2. **Administrative Assistant (GMG/AM 2) - (vacant) – Urban Renewal and Planning Branch**, salary range \$1,550,136 - \$2,084,761 per annum.

1. **Administrator (GMG/AM 3)**

Job Purpose

Under the direction of the Senior Director, the officer will assist in co-ordinating and monitoring. To provide technical and administrative duties to support the effective and efficient functioning of the Strategic Planning and Evaluation Branch.

Key Responsibilities

Technical/Professional:

- Responds to public queries or complaints on properties owned by the Commissioner of Land and direct enquires to the responsible organizations/individuals;
- Provides secretariat service to the National Land Divestment Committee;
- Attends meetings and prepare reports when necessary;
- Prepares letters and memos as required in order to ensure that efficient functioning of the Division to meet its goals and objectives;
- Assists in maintaining proper records for the Division;
- Assists in preparing Cabinet Submissions and Ministry Papers on land matters under the supervision of the Divisional Directors;
- Updates and maintains Database;
- Prepares Monthly Reports for the Division;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of administrative process preferably on land matters
- Good oral and written communication skills
- Good interpersonal relationship with clients
- General Computer proficiency
- Decision making and problem-solving skills
- Good planning, organizing and team building skills

Minimum Required Qualification and Experience

- Bachelors' Degree in Public Administration/Urban Planning or related field.
- OR**
- Associate Degree/Diploma in Public Administration/Urban Planning or related field;
 - Four (4) years' experience in administrative work.

2. Administrative Assistant (GMG/AM 2)

Job Purpose

To provide technical and administrative duties to support the effective and efficient functioning of the Urban Renewal and Planning Branch.

Key Responsibilities

Management/Administrative:

- Assists in the preparation of the Branch Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Budget for the Branch and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Branch's Operational and Strategic Plan Manages the procurement activities for the Branch;
- Assist with the co-ordination of the Branch's meetings and functions relating to the operations of the Branch;
- Participates in meetings, workshops, seminars and other events as needed.

Technical/Professional:

- Conducts research and executes questionnaires and prepares resulting reports;
- Assists in organizing and co-ordinating, workshops, seminars, training sessions, exhibitions, forums conducted by the Branch;
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Collates information and prepares the Monthly, Quarterly, Annual Report and other special reports for the Branch;
- Prepares resource materials such as brochures and relevant literature for workshops and courses;
- Schedules and arranges meetings, focus groups, visits etc., co-ordinates documents or activities that may be needed before meeting;
- Answers queries and prepares responses to requests from members of relevant Committees and other relevant stakeholders;
- Secures Conference Rooms, multimedia equipment and other devices/resources for meetings/functions;
- Maintains confidential records and files;
- Maintains adequate levels of stationery and supplies for the Branch;
- Undertakes the procurement of equipment and supplies for the Branch in collaboration with the Procurement Unit;
- Liaises with Documentation/Information and Access Services Division to assist with processing Access to Information requests for review and approval by Senior Director;
- Attends Technical Meetings and produces accurate Minutes, provides administrative functions for relevant Committees, including recording decisions and distributing Minutes;
- Prepares requests for proposals, quotations, specification sheets and Evaluation Reports for the procurement of equipment and other supplies;
- Manages and maintains inventory records for all goods, equipment and furniture reposed in the Branch;
- Organizes and ensures all existing and new furniture, equipment and other goods are marked and related inventory registers are updated;
- Maintains records of income and expenditure reports of the Branch;
- Arranges for the expeditious processing of bills generated;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of GoJ Procurement policies and guidelines
- Use of technology- relevant computer applications such as Microsoft Office Suite
- Knowledgeable of research methodologies
- Good oral and written communication skills
- Excellent Secretarial skills
- Customer and quality focus
- Excellent teamwork and co-operation
- Excellent interpersonal skill
- Ability to work under pressure
- Confidential

Minimum Required Qualification and Experience

- First Degree in Public/Business Administration or related discipline;
- Knowledge of Strategic Planning principles and procedures would be an asset;
- Two (2) years working experience in Administration.

OR

- Associate Degree in Public/Business Administration or related discipline;
- Knowledge of Strategic Planning principles and procedures would be an asset;
- Four (4) years working experience in Administration.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th November, 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@megic.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**