



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 455

OSC Ref. C. 6272¹⁸

10th 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 be assigned to the **(Not Vacant)** post of **Executive Assistant (GMG/SEG 4)** in the **Executive Office, Office of the Cabinet**, salary range \$5,597,715 - \$7,528,305 per annum.

Job Purpose

The Executive Assistant is responsible for providing high-level technical and policy support to the Cabinet Secretary as well as the Permanent Secretaries Board and its Committees to ensure evidenced-based decision-making and policy coherence. Duties include the preparation of Briefs, Cabinet Submissions, Policy Proposals, Research papers, Messages, Annual and Quarterly Reports.

Key Responsibilities

- Provides support to the Cabinet Secretary in the execution of his/her duties:
 - Prepares draft Cabinet Submissions and Notes;
 - Prepares draft memoranda, briefs, letters, messages;
- Ensures the smooth operation of the Cabinet Secretary's office in the absence of the Cabinet Secretary;
- Researches and prepares policy briefs on subject matters as directed by the Cabinet Secretary;
- Processes matters which are presented for the attention of the Cabinet Secretary and ensures accurate and timely action;
- Attends meetings of the Senior Management Committees of the Cabinet Office;
- Prepares the Strategic and Operational Plan for the Cabinet Secretary's Technical Unit;
- Attends all meetings of the Board and act as Secretary thereof. The Secretary shall give notice of all meetings of the Board and such notice shall be given in writing and shall indicate the time, place and purpose (agenda) for the meeting. The Secretary, shall, under the direction of the Chairman, undertakes the following functions:
 - Facilitates, co-ordinates and monitors all activities of the Board and its Committees;
 - Reviews submissions and requests for presentation to the Board and its Committees;
 - Ensure that adequate research is undertaken and research papers circulated in a timely manner in respect of matters to be discussed by the Board and its Committees;
 - Identifies and mobilizes resource persons and other resources needed to support the work of the Board and its committees;
 - Drafts the Annual Report of the Board;
- Supervises the Policy Analysts assigned to the Board;
- Provides administrative support (preparation of Minutes of meetings, circulation of papers, dispatch of meeting notices and preparation of working papers) to *ad hoc* Committees chaired by the Cabinet Secretary. These include:
 - The Official Secrets Act Review Committee;
 - The Parish Boundaries Review Committee;
- Provides technical support to Special Projects as directed by the Cabinet Secretary;
- Monitors the implementation of the transformation initiatives for the Cabinet Office, as outlined in the Master Rationalization Plan for the Public Sector;
- Liaises with the Public Sector Transformation and Modernization Division to ensure timely circulation of decisions relating to transformation to Permanent Secretaries;
- Co-ordinates reports from MDAs on implementation of Transformation initiatives;
- Oversees the development of Work Plans and completion of Performance Appraisals for staff within the Division.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Excellent judgement, decision-making and problem-solving skills
- Excellent time management, planning and organizing skills
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Ability to work on own initiative and under pressure
- Excellent note taking and Minute writing skills
- Knowledge of office practice and procedures
- Proficiency in the use of computers as well as computer applications especially Microsoft Office Suite (Word, Excel, PowerPoint)

Minimum Required Qualification and Experience

- Masters level degree in Public Administration/Public Sector Management, Development Studies, Public Policy, Economics or any of the social sciences from a recognized tertiary institution;
- At least five (5) years' experience at the Senior Management Level, preferably in the public sector.

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd November, 2023 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.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