



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 504

OSC Ref. C.5850¹⁵

1st December, 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 3) in the Economic Policy and Investment Branch, Ministry of Economic Growth and Job Creation**, salary range \$1,984,305 - \$2,668,670 per annum.

Job Purpose

The Administrative Assistant provides technical and administrative support duties to strengthen the effective and efficient functioning of the Economic Policy and Investment 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;
- Assists 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:

- Assists in organizing and coordinating, 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;
- Schedules and arranges meetings, focus groups, visits etc., coordinates documents or activities that may be needed before meeting;
- Answers queries and prepares responses to requests from members of relevant Committees and other stakeholders;
- Maintains confidential records and files;
- Maintains adequate levels of stationery and supplies for the Branch;
- Liaises with Documentation/Information and Access Services Branch to assist with processing Access to Information requests for review and approval by Senior Director;
- Attends meetings and produces accurate Minutes, provides administrative functions for relevant Committees, including recording decisions and distributing Minutes;
- Liaises with various members of the monitored Agencies for gathering and dissemination of information;
- Updates and maintains Registers of attendance and leave for the Branch for further submission to the Human Resource Management and Development Branch;
- Requests items for discussions from the relevant persons and prepares agenda for the monthly staff meetings; assists with the arrangements for other meetings as directed;
- Processes incoming and outgoing correspondence;
- Composes Minutes of meetings and seminars held by the Branch;
- Assists in developing documents for Cabinet Submission;
- 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 Senior Director and issues reminders to ensure fulfilment;
- Prepares presentation for Senior Directors meeting based on information provided;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent organizational skills;
- Good oral and written communication skills;
- Excellent interpersonal skills;
- Team and results-driven;
- Confidentiality;
- Proficient in the use of Word Processing and other standard computer applications;
- Good research and information gathering skills;
- Good administrative and secretarial skills;
- Knowledge of Central Government operational procedures.

Minimum Required Qualification and Experience

- Associate Degree in Public/Business Administration or related discipline;
 - One (1) year working experience in a similar capacity.
- OR**
- Diploma in Business Administration or related discipline;
 - Two (2) years working experience in a similar capacity ;
 - Five (5) CSEC subjects including English and Mathematics or a numerical subject.

Applications accompanied by résumés should be submitted **no later than Thursday, 14th December, 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**