

Office of the Services Commissions

(Central Government)
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CIRCULAR No. 73 **OSC Ref. C.4515/S3³**

8th February, 2024

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 2)** in the **Strategic Planning, Reform and Performance Management Division, Court Administration Division (CAD)**, salary range \$1,550,136 – \$2,084,761 per annum.

Job Purpose

Under the general direction of the Director, Strategic Planning, Reform and Performance Management, the incumbent is responsible for organizing and administering all activities related to the Senior Director's portfolio. Ensure that contacts are maintained with direct reports, as well as other persons and groups critical to the successful implementation of the Division's programmes and activities.

Key Responsibilities

Technical/Professional:

- Ensures that all correspondence of a general or routine nature are received by the Director in a timely manner;
- Conducts research and prepare draft responses to certain correspondence for vetting by the Director;
- Addresses some problems relating to the routine operations of the Office by interfacing with the appropriate CAD staff and other Government Entities as well as the Private Sector;
- Keeps abreast of the progress of activities within the CAD, providing background information, as well as preparing the Director for participation in meetings;
- Organizes meetings for the Director;
- Prepares pre-conference papers for the Director and attending meeting as may be required;
- Ensures that the Director receive reports from the direct reports in relation to the Division's operations by due dates and in the correct format;
- Keeps the Director abreast of relevant information on media coverage/public opinion as they relate to Human Resource issues of the Judiciary's portfolio;
- Makes travel and accommodation arrangements for the Director, when necessary;
- Reviews appointment submissions and other requests from Direct Reports and staff to ensure basic relevant information is included before referring to the Director;
- Disseminates circulars/information to the Senior Officers of the Judiciary and the Heads of Portfolio Entities, as relevant;
- Tracks the implementation of Division's Operational activities by collecting monthly Status Reports from Section Heads and compiling for the Director's attention.

Managerial/Administrative

- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Prepares Monthly Status Reports from Section Heads (Direct Reports) for submission to the Director;
- Works closely with staff in the other Offices, to follow up on Appointment Letters or any other documents prepared by the Director for the Director, Court Administration's signature;
- Participates in the preparation of the Division's Annual Budget using Microsoft Excel or any other related software;
- Keeps the Director up-to-date on the status of Project Assignment, Consultants Contracts, and Annual Reports;
- Assists with the preparation of the Corporate and Operational Plan for the Division using Microsoft Excel and PowerPoint and other related software;

- Drafts responses to citizens and other customer complaints in respect to the services and operations of the Division as well as the CAD and its Portfolio Entities;
- Handles routine correspondence on behalf of the Director by retrieving and sending correspondence from intranet and Internet;
- Liaises with the Judiciary Officials to ensure co-ordination of administrative matters;
- Maintains the Director's Diary (both electronically and written) recording appointments, meetings visit etc. on a day-to-day basis;
- Performs any other related duties that may be assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

Core:

- Ability to communicate effectively, both orally and in writing
- Excellent planning, organizing and co-ordinating skills
- Ability to work on own initiative and with a team
- Good interpersonal and excellent customer relations skills
- Good problem solving and conflict management skills

Technical:

- Excellent knowledge of Government of Jamaica Records Management Systems
- Proficiency in MS Office Software
- Ability to record and transcribe Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose, and edit written materials
- Sound knowledge of web-based research techniques

Minimum Required Qualification and Experience

- Diploma in Administrative Management or; Office Administration with two (2) years' experience in the administrative or related environment.
- OR**
- Certificate in the Administrative Management Level 3 from MIND or a recognized institution with five (5) years' experience at the administrative or related field.

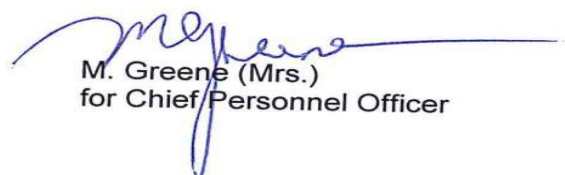
Applications accompanied by résumés should be submitted **no later than Thursday, 22nd February, 2024 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

Email: hrma@cad.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.


M. Greene (Mrs.)
for Chief Personnel Officer