



CIRCULAR No. 67
OSC Ref. C.6272¹⁸

5th 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 be assigned to the post of **Administrative Assistant (GMG/AM 2) – (Not Vacant)** *during the period February 19, 2024 to May 14, 2024* in the **Jamaica Archives and Records Department, Office of the Prime Minister**, salary range \$1,550,136 – 2,084,761 per annum.

Job Purpose

Under the direct supervision of the Facilities Manager and the indirect supervision of the Government Archivist, the Administrative Assistant is responsible for providing administrative support for the efficient operations of the Jamaica Archives and Records Department (JARD).

Key Responsibilities

- Types letters, memoranda and various types of forms as required;
- Prepares monthly reports;
- Receives telephone calls and conveys messages;
- Records incoming/out-going correspondence/files; dispatches incoming and out-going mail;
- Assists with travel arrangements for members of staff travelling on official business;
- Co-ordinates logistic arrangements for meetings (conference room is prepared with desk, chairs, tables and catering services, when necessary etc.);
- Assists with the conducting of continuous physical examination of assets to determine condition/status and records same;
- Reports any breach or inventory loss to the Facilities Manager;
- Assists with inventories for all office supplies, furniture and office equipment at GRC, Jamaica Archives Unit and Audio Visual Unit;
- Monitors and tracks the movement of fixed assets from area to area;
- Prepares motor vehicle documents and ensures the vehicle is licenced and fit for the road;
- Updates and maintains motor bike files and ensures that supporting documents are properly stored;
- Prepare Petty Cash Records;
- Co-ordinates site visits of workmen to undertake jobs in the absence of the Facilities Manager;
- Types, sorts and dispatches Tender Documents for procurement of goods and services;
- Maintains a system (database) for the tracking of bills sent for payment;
- Deputizes for other Secretaries/Facilities Manager/Manager, Information Systems (MIS) in their absence.

Required Knowledge, Skills and Competencies

- Good time management and organizational skills
- Excellent judgement, decision-making and problem-solving skills
- Good human relations and interpersonal skills
- Ability to demonstrate high level of initiative, professionalism and confidentiality
- Ability to communicate effectively both orally and in writing
- Knowledge of procurement of goods and services;
- Knowledge of Inventory Management
- Exposure to computer applications; good Word/Excel processing skills

Minimum Required Qualification and Experience

- Four (4) CSEC/GCE O'Level, including English Language and Mathematics;
- Typewriting 45-50 WPM;
- Secretarial Diploma.

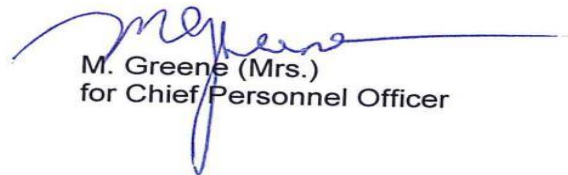
Applications accompanied by résumés should be submitted **no later than Monday, 19th February, 2024 to:**

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

Email: 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.



M. Greene (Mrs.)
for Chief Personnel Officer