



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 142** **OSC Ref. C. 6528<sup>13</sup>**

**26<sup>th</sup> March, 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 Programme Implementation Division, Ministry of Science, Energy, Telecommunications and Transport (MSETT)**, salary range \$1,550,136 - \$2,084,761 per annum.

#### **Job Purpose**

The incumbent is responsible for providing administrative support to the Chief Technical Director.

#### **Key Responsibilities**

- Types, prepares and email correspondence, reports, Minutes of meetings and miscellaneous documents for the Chief Technical Director;
- Prepares agendas for meetings, organizes relevant information and prepare documents in accordance with established guidelines;
- Arranges and organizes Unit Meetings, and meetings for staff members of the Programme Implementation Division;
- Maintains diary of meetings, appointments, conferences visits etc. for the Chief Technical Director by scheduling, rescheduling and cancelling appointments;
- Receives and processes incoming mails by opening, vetting, sorting, affixing date of arrival and entering into logbook/database;
- Receives, routes and makes telephone calls for the Chief Technical Director and other members of staff and incoming calls are referred to the appropriate personnel in the absence or unavailability of the respective officer;
- Follows up on the directives given and requests made by the Chief Technical Director;
- Researches and collates data as requested by the Chief Technical Director and other staff members;
- Interfaces with officials and other members of the public, seeking audience with members of the Programme Implementation Division;
- Arranges for the printing, photocopying, binding and dispatch of documents produced;
- Collects and distribute standard monthly reports;
- Manages and establishes procedures for the use of office systems and ensure adequate supply of office stationery;
- Assists with the preparation of Annual Budget;
- Prepares monthly Cash Flow for the Unit;
- Monitors the financial performance of the Unit using the electronic performance monitoring system, and providing regular updates to the Chief Technical Director;
- Prepares Requisition Forms for internal expenditure and submits mileage and other reimbursable claims to the appropriate Unit;
- Deals with internal and external queries coming into the Programme Implementation Division;
- Ensures that all documents leaving the Programme Implementation Division are reviewed for accuracy, completeness, and conformity with established formats and are adequately prepared for timely dispatch;
- Establishes and maintain effective filing and record-keeping system to facilitate easy retrieval and access of files/records;
- Maintains an accurate 'third copy' files for correspondence sent out of the Directorate by the Chief Technical Director relating to current projects being undertaken, clarifications sought and presentation made to the Management Team;
- Process bills received, checked for accuracy and dispatched for payment;
- Assists with the collection of data from site visits to complete initiatives within the Projects Unit;
- Performs any other related duties that may be assigned from time to time.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent customer service and quality focus skills
- Excellent attention to details and problem-solving skills
- Good adaptability skills
- Sound ethical principles and integrity

### ***Technical:***

- Excellent knowledge and use of computer applications – Microsoft Word, Excel, PowerPoint, Publisher and Access etc.
- Excellent knowledge of Office Administration and Procedures
- Ability to speed write, records Minutes and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Good knowledge of Procurement Process
- Excellent typing skills
- Sound knowledge of Records Management
- Basic knowledge of Project Management

## **Minimum Required Qualification and Experience**

- Certificate/Diploma in Secretarial Studies, Administrative Management and Management Studies or equivalent;
- Three (3) years related working experience.

## **Special Conditions Associated with the Job**

- Regularly required to work extended working hours;
- Required to co-ordinate and attend meetings, conferences, and workshops away from the office.

Applications accompanied by résumés should be submitted **no later than Wednesday, 10<sup>th</sup> April, 2024 to:**

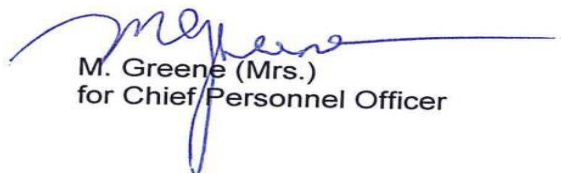
**The Permanent Secretary  
Ministry of Science, Energy, Telecommunications and Transport  
PCJ Building  
36 Trafalgar Road,  
Kingston 10**

Email: [hr@mtw.gov.jm](mailto:hr@mtw.gov.jm)

Please note that only shortlisted applicants will be contacted.

Applications should include the names and positions of two (2) senior persons who can provide a character and work-related reference.

**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