



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 152 **OSC Ref. C. 4858⁴⁸**

10th April, 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 following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Administrator (GMG/AM 4) – Policy, Planning and Project Management Division, Agricultural Marketing Information and Incentives Branch**, salary range \$2,803,771 – 3,770,761 per annum.
2. **Administrative Assistant (GMG/AM 2) – Corporate Services Division, Facilities and Property Management Branch, Transport and Fleet Management Section**, salary range \$1,711,060 – 2,301,186 per annum.

1. **Administrator (GMG/AM 4)**

Job Purpose

Under the direction of the Principal Director, Agricultural Marketing Information and Incentives (GMG/SEG 6), the Administrator (GMG/AM 4) is responsible for the provision of clerical and administrative support and for liaising with other Divisions/Branches/Sections and external Agencies on behalf of the Principal Director. The incumbent is also required to maintain a proper filing system to facilitate easy access and security of files thus ensuring the smooth operation of the Branch. Additionally, the incumbent provides support for the preparation of the Branch's plans and reports, as well as for meetings and events planning.

Key Responsibilities

Technical/Professional:

- Provides administrative functions for the Principal Director with regard to the related services and activities of the Branch;
- Co-ordinates the preparation of the Branch's reports, Strategic Plan, Operational Plan, Work Plans and Budget;
- Collates information coming to the Principal Director from various Divisions of the Ministry and external Agencies, and acts as a focal point for the dissemination of information within the Branch;
- Organizes, monitors and updates planned programmes, activities and appointments;
- Provides support to the Principal Director for meetings and events planning by preparing agendas and material, circulating previous Minutes, arranging venues and refreshments and contacting attendees;
- Attends meetings, workshops, retreats and conferences on and off-site and ensures follow-through with post-meeting actions and decisions;
- Follows up on requests made by the Principal Director, and prepares and provides regular updates on the status of initiatives;
- Develops and maintains a proper filing system to facilitate easy access, retrieval and security of files;
- Controls the movement of files between the Principal Director, staff of the Branch and other Divisions;
- Maintains a log of incoming and outgoing correspondence, reports and source documents;
- Drafts memoranda and prints electronic documents for Principal Director's signature;
- Organizes staff meetings, prepares minutes and disseminates information to key internal or external stakeholders;
- Manages the personal files of employees of the Directorate and updates leave applications/cards and bio-data for Principal Director's signature;
- Manages the Principal Director's diary of events and calendar of events for the Branch;

- Manages requests on the Branch's helpdesk platform and assigns tickets to the appropriate staff member, directly or after consultation with the Principal Director's or respective Managers, if requested;
- Reviews, maintains and conducts monthly stock inventory checks to ensure that items reflect the prescribed internal stock levels;
- Establishes and maintains databases and computer files and produce monthly reports on activities performed;
- Establishes and maintains a log of source documents entering and exiting the Principal Director's Office for relevant stakeholders;
- Creates and maintains up-to-date electronic systems for the management of internal records;
- Updates and suggests improvements to electronic attendance and punctuality platform for dispatch of information to the Director, Human Resource Management on a monthly basis;
- Keeps up-to-date Attendance Register for all Principal Director's office staff, making the relevant notation;
- Makes recommendation and submits quotation for purchase of internal stock items;
- Ensures staff are compliant with prescribed GOJ guidelines and policy;
- Performs any other related duties, which may be assigned by the CTD.

Required Knowledge, Skills and Competencies

Core:

- Sound oral and written communication skills;
- Excellent planning and organizing skills;
- Sound customer service and quality focus skills;
- Excellent interpersonal skills;
- Ability to analyze and organize data;
- Initiative, tact and diplomacy;
- Ability to manage internal and external relationships;
- Good teamwork and co-operation skills;
- High quality of output and integrity;
- Good leadership and people management skills.

Technical:

- Good knowledge of the policies, programmes and regulations of the Ministry;
- Good knowledge of Staff Orders and the Public Service Regulations;
- Sound knowledge of administrative and secretarial practices and procedures;
- Sound knowledge of modern office procedures;
- Sound knowledge of records/file management;
- Proficiency in shorthand, speedwriting and typewriting;
- Good Minutes and report writing skills;
- Good research and Information technology skills;
- Ability to transcribe material in a clear, accurate and acceptable manner;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Associate Degree in Public Administration or Business Administration or Management Studies;
- Graduation from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at the speed of 100-120 words per minute;
- Training in the use of a variety of software applications;
- Three (3) years related experience in a comparable working environment.

OR

- Diploma in Public Administration or Business Administration or Management Studies;
- Graduation from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute;
- Training in the use of a variety of software applications;
- Five (5) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- May be required, on occasions, to work on weekends and holidays;
- May be required to travel occasionally.

2. Administrative Assistant (GMG/AM 2)

Job Purpose

Under the direct supervision of the Manager, Transportation and Fleet Management (GMG/SEG 1), the Administrative Assistant (GMG/AM 2) is responsible providing administrative support for the efficient day-to-day operations of the Section.

Key Responsibilities

Management/Administration:

- Produces follow-up action sheet for Manager and provides reminders;
- Prepares Minutes of meetings and circulates notices of meetings and Agenda;
- Prepares and submits documents/correspondence on behalf of the Manager;
- Composes/types and distributes routine correspondence;
- Receives, opens, sorts and distributes incoming and outgoing correspondence;
- Maintains a register of Attendance for staff and meetings;
- Updates and maintains databases;
- Initiates and monitors responses to queries and other requests from internal and external customers;
- Manages administrative tasks;
- Schedules, arranges and attends meetings and takes and transcribes Minutes;
- Arranges conferences, seminars, workshops and other events;
- Schedules and maintains diary of appointments for Manager;
- Ensures the timely preparation and circulation of notices, Minutes and other requisite documentation required for meetings as advised by the Manager;
- Prepares, in consultation with Manager, action list arising from meetings; establishes tracking system for monitoring follow-up action;
- Follows up with procurement with respect to the progress of requisitions;
- Prepares Vacation Leave Roster and maintains record of all leave taken by staff;
- Receives the travel plans weekly and maintains an Itinerary of all drivers in the Section;
- Screens and redirects incoming telephone calls to the Manager and/or records messages as necessary;
- Screens and directs visitors to the relevant office/section;
- Satisfies customers'/clients' requests and responds to queries;
- Oversees the logistical arrangements for the successful staging of conferences, seminars and workshops organized by the Section;
- Maintains a catalogue of all official technical reports and other documents produced by the Unit and initiates action on requests for information by referral to the Manager and redirecting as advised;
- Maintains a database of external entities related to the work of the Section;
- Maintains and upgrades filing system for all records of the Section;
- Screens and maintains records of all incoming calls and outgoing long-distance calls, and telephone bills by submitting to respective Officers for payment for personals calls prior to payment approval by Manager;
- Manages and maintains an inventory of stationery and office supplies for the Section;
- Maintains inventory of office furniture and equipment, and initiates action for repairs when necessary;
- Assists the Manager in the preparation of the Annual Budget, Operational, Unit and Work Plans for the Section;
- Undertakes background research on various related matters and drafts reports/correspondence for perusal by the Manager;
- Reads and analyzes incoming memoranda, submissions and reports, and determines their significance and plans their distribution;
- Responds to routine requests/queries from internal and external clients;
- Liaises with internal and external stakeholders on various matters on behalf of the Manager;
- Checks claim forms for members of the Section in respect of overtime for accuracy and completeness;
- Contributes to and maintains a system that fosters a culture of teamwork, cohesiveness and commitment to the Section's and Ministry's goals;
- Keeps the Manager informed on all matters pertaining to the Section/Branch;
- Maintains customer service principles, standards and measurements;
- Maintains a conduct of professionalism, integrity and confidentiality;
- Performs any other related duties that may be assigned from time to time by the Manager.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent analytical skills;
- Good interpersonal skills;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Good leadership skills;
- Good teamwork and co-operation skills;
- Good planning and organizing skills;
- Good networking skills and the ability to manage the client interface;
- Ability to apply initiative;
- Good integrity;
- Compliance.

Technical:

- Proficiency in the use of word processing, data base management, spreadsheet and graphics software applications;
- Good report writing skills;
- Good research skills;
- Knowledge of Records Management;
- Knowledge of the operations of Government/Ministry's policies and procedures.

Minimum Required Qualification and Experience

- Diploma in Public Administration or Business Administration or Management Studies;
 - Three (3) years' experience at the Senior Secretarial level.
- OR**
- Five (5) CXC/GCE O'level subjects including Mathematics/Accounts, Principles of Business, and English Language;
 - Five (5) years' experience at progressively senior secretarial or administrative positions;
 - Certificate in Administrative Management - Level 2 from the Management Institute for National Development (MIND);
 - Certification of proficiency in the relevant computer software applications.

Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd April, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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**