



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 211

OSC Ref. C. 4858⁴⁹

22nd May, 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 Support Officer (GMG/AM 2) – (Not Vacant)** during the period **August 7, 2024 to September 17, 2024** in the **Human Resource Development (Eltham Training Centre, St. Ann), Ministry of Agriculture, Fisheries and Mining**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the supervision of the Centre Manager (GMG/AM 3), the Administrative Support Officer (GMG/AM 2) is responsible for performing the administrative and clerical duties of the Eltham Training Centre.

Key Responsibilities

Management/Administrative:

- Records and dispatches in-coming and out-going correspondence;
- Types correspondence and reports;
- Responds to routine requests;
- Files all correspondence;
- Updates files including personal files;
- Updates and maintains Attendance Register and prepares monthly report;
- Prepares and submits monthly, quarterly and annual Centre Reports;
- Receives and routes telephone calls and visitors;
- Records and delivers messages to relevant officers;
- Ensures that telephone calls are recorded, bills checked and private calls paid for;
- Sources invoices for the purchase of goods and services and submits to Centre Manager;
- Records bookings made for the Centre;
- Informs internal and external customers of the availability of the Centre with relevant information;
- Collects, records and distributes cheques to suppliers and staff;
- Maintains inventory records for the Centre;
- Updates leave records and submits leave applications on behalf of staff to the Director of Human Resource Development;
- Makes request to the Human Resource Development (HRD) Unit for stationery and office supplies;
- Maintains a register of clients who use the Centre in keeping with the HRD Unit's guidelines and standards;
- Operates in close collaboration with the Centre Manager for the effective and efficient operation of the Centre;
- Ensures that customers' expectations are met.

Technical/Professional:

- Reconciles Petty Cash Bills and submits to Centre Manager for verification;
- Prepares fortnightly Paybill;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Ability to use own initiative;
- Good interpersonal skills;
- Strong customer and quality focus skills;
- Teamwork and co-operation;

- Excellent planning and organizing skills;
- Good time management skills.

Functional/technical:

- Basic Accounting;
- Computer skills;
- Ability to Supervise;
- Sound knowledge of Office Operations and Practices;
- Proficiency in the relevant computer applications for example Microsoft Word and Excel;
- Knowledge of the Operations of Government, Policies and Procedures.

Minimum Required Qualification and Experience

- Associate Degree in Business/Public Administration, Management Studies or related Social Science from an Accredited Institution;
- Training in Customer Service.

OR

- Diploma in Management Studies or related field from an Accredited Institution;
- Training in Customer Service;
- One (1) year working experience.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Wednesday, 5th June, 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**