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(CENTRAL GOVERNMENT)
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18th June, 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 posts in the **Ministry of Tourism (MOT)**.

1. **Administrative Assistant (GMG/AM 3)**, salary range \$2,190,302 – \$2,945,712 per annum.
2. **Records Officer 1 (PIDG/RIM 2)**, salary range \$1,711,060 – \$2,301,186 per annum.

1. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the general direction of the Senior Director, Tourism Policy and Monitoring, the Administrative Assistant is responsible for providing general administrative and clerical support to the Branch. He/She will provide general technical, administrative and secretarial support, including managing, organizing and co-ordinating the workflow of the Branch; implementing and maintaining administrative/filing systems, procedures and policies, as well as monitoring assigned administrative projects as determined by the Senior Director.

Key Responsibilities

Technical/Professional:

- Manages calendar for the Branch which includes, but is not limited to, scheduling appointments, co-ordinating meeting rooms and preparations including refreshments, where applicable;
- Maintains office workflow, analyses operating practices and systems and recommends improvements; and implements agreed changes to increase in the branch's efficiency;
- Provides support to members of the Team on specific projects as agreed with the Director;
- Prepares and modifies documents including correspondences, reports, drafts, memos and emails; takes and transcribes dictation, and composes and prepares confidential correspondence, technical reports and other complex documents;
- Assists with the logistical operations of the Branch with respect to the duties assigned including organization and administration of meetings and other events, by providing agendas and keeping written records of discussions and key decisions; and undertakes associated research and follow-up actions, as required;
- Conducts research and prepares draft summaries/presentations, as required;
- Screens incoming calls and correspondence and responds independently when possible;
- Maintains electronic and hard copy filing systems, creates and maintains database and spreadsheet files and manages the Branch's intranet filing system, performs data entry and scan documents;
- Liaises with the Corporate Services Division as it relates to travel arrangements including researching and coordinating itineraries, visa requirements, accommodation and other related activities for the Branch; compiles documents for travel related meetings;
- Ensures that the administrative functions of the Branch, such as the preparation of the Time and Attendance Register for submission to the Human Resource Management and Development Branch, among other items, are done on a timely basis;
- Schedules and attends branch and committee meetings, prepares minutes and ensures follow-up actions are done, reproduce, distribute and maintains records of Minutes accordingly;
- Exhibits good courtesy to scheduled and unscheduled visitors;
- Opens, sorts and distributes incoming correspondence, assists in preparing outgoing mail and correspondence, including e-mail and faxes, and updates Branch Mail Register;
- Attends meetings externally as may be required for the purpose of minute taking, conducting research, compiling supporting documents and related tasks;
- Maintains equipment register; ensures completion of scheduled preventive maintenance and arranges repairs;
- Maintains office supplies for the branch by monitoring stock levels, placing and expediting orders through the Administration and Asset Management Branches, if required, and verifying receipt of supplies.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required.

Human Resources:

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills;
- Customer and quality focus;
- Teamwork and co-operation;
- Integrity;
- Compliance;
- Good interpersonal skills;
- Change management.

Technical:

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Working knowledge of the format of Cabinet Submission and the approval process;
- Excellent keyboarding dexterity;
- Solid dictation and transcribing skills;
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the section;
- General knowledge in Budget Cash Flow preparation;
- Knowledge of office management and administrative procedures and practices;
- Knowledge of the principles and practices of public administration;
- Knowledge of research and statistical methods and techniques;
- Ability to compose correspondence and reports.

Minimum Required Qualification and Experience

- Associate Degree or Diploma in Office Administration, Administrative Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in an Office Management environment.

Special Condition 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. Additionally, frequent intra island travel and extended working hours are required.

2. Records Officer 1 (PIDG/RIM 2)**Job Purpose**

Under the general supervision of the Director, Documentation, Information and Access Services, the Records Officer provides support services to the Registry to facilitate the smooth and efficient operation of the Documentation, Information and Access Services. The incumbent also provides relieving duties at the front desk and the switchboard.

Key Responsibilities**Registry:**

- Creates, updates and maintains files;
- Receives, stores and retrieves information and files, as per request;
- Files correspondence in chronological order via referencing the Minute Sheets;
- Responds to queries about records and files;

- Accesses newspaper articles online in keeping with requests from clients and/or in aid of research;
- Maintains up-to-date 'charge out' cards;
- Types labels for shelves and cabinets and ensures that files are appropriately stocked on shelves;
- Provides directions for locating staff, when necessary;
- Receives correspondence/parcels, advises relevant Unit/Officer of receipt of correspondence/parcels;
- Sorts and despatches of mail/correspondence to customers/clients;
- Updates the records management database;
- Assists with research requests;
- Assists with the maintenance of Stamp Imprest, on occasions;
- Assists with record of inventory for the Ministry;
- Performs duties as Reliever Telephone Operating/Receptionist;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills;
- Good oral and written communication skills;
- Ability to speak clearly- clear speaking voice;
- Appropriate personal presentation and decorum;
- Excellent customer service skills;
- Knowledge of Microsoft Suite and search engines;
- Ability to multi-task;
- Ability to use own initiative;
- Service-oriented.

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

Special Conditions Associated with the Job

- Working conditions are normal for office environment;
- May be required to work long hours, including weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Monday, 1st July, 2024 to:**

**Director
Human Resource Management and Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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**