



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 232
OSC Ref. C. 6528¹³

5th 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 **vacant** post of **Administrative Clerk (Level 5)** in the **Human Resource Management Department, Transport Authority**, salary range \$1,711,060 – 2,301,186 per annum.

Job Purpose

Under the direct supervision of the Human Resource Officer, the Administrative Clerk is responsible for assisting in carrying out the leave management activities, administrative and clerical activities within the Department, including receiving and processing correspondence, compiling and maintaining records.

Key Responsibilities

- Compiles and maintains record of all activities carried out within the Department;
- Files all documents, paper, letters and records according to established classifications;
- Assist in co-ordinating staff-related activities;
- Prepares requisition for stock, office supplies and stationery and the issuing of same;
- Types reports, memoranda and other business correspondence;
- Opens and routes incoming mail and distribute outgoing mail;
- Drafts routine correspondence;
- Follow-ups and ensures that all Accident Reports (written) relating to on-the-job injuries are submitted to the Human Resources Department on a timely basis;
- Assists in the preparation of monthly reports;
- Prepares letters of regrets for applicants seeking employment;
- Provides assistance in researching, editing and publishing the quarterly Newsletter;
- Provides assistance with the co-ordination, acquisition and distribution of employees' uniforms and accessories;
- Attends administrative meetings in the absence of the Secretary. Prepares and produces Minutes for the meeting;
- Maintains the attendance record for the Department;
- Serves as Relief Telephone Operator;
- Assists in maintaining an up-to-date record of all Job Descriptions, Performance Standards and Performance Appraisals;
- Performs any other related functions required by the Transport Authority from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of office practices and procedures;
- Good time management;
- Ability to use own initiative;
- Good interpersonal skills;
- Punctuality and attendance;
- Department;
- Good knowledge of relevant computer applications including word processing and spreadsheet;
- Sound knowledge of the Transport Authority's operations;
- Good oral and written communication skills;
- Good planning and organizing skills;
- Customer Service and quality.

Minimum Required Qualification and Experience

- Certificate in Administrative Management or other related discipline;
- A minimum of five (5) O'Levels or CXC, including English Language, Mathematics or Accounts;
- Certificate in Data Processing;

- Minimum of three (3) years' experience in Office Procedures;
- Excellent knowledge and skill in Microsoft Suite Applications;
- Excellent analytical and report writing skills.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th June, 2024 to:**

Human Resource Management and Administrative Division
Transport Authority
119 Maxfield Avenue
Kingston 10

Email: jobopportunities@ta.org.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