

OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
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28th May, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 6/2024

Chief Executive Officers

Sir/Madam


Applications are invited from suitably qualified Officers to fill the vacant post of **Administrator (GMG/AM 3)**, salary range **\$2,190,302 – 2,945,712** per annum and any allowance(s) attached to the post in the **St. Elizabeth Municipal Corporation**.

Please see attached the relevant job posting.

Applications are to be submitted no later than 7th June, 2024 to:

Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

Please note that only short-listed applicants will be contacted.


M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer



ADMINISTRATOR (GMG/AM 3)

Applications are invited from suitably qualified persons to fill the undermentioned vacant post:

ADMINISTRATOR (GMG/AM 3)
at the St. Elizabeth Municipal Corporation,
Salary range: \$2,190,302 a year and any allowance(s)
attached to the post:

Summary of Duties: -

Reporting to the Inspector of Poor, the Administrator is required to carry out the administrative tasks for the Drop in Centre for Homeless Persons, ensuring that the records for use are properly documented, that the building and compound are fully maintained and organizing the activities of the Drop in Centre including the meals, mental health visits, Doctors appointment, rehabilitation activities and hygiene care for the users.

Key Responsibilities: -

Further details regarding the key responsibilities can be obtained from the St. Elizabeth Municipal Corporation or the Corporation's website.

Required Qualification and Experience: -

- Diploma in Social Services/Patient Care
- Secretarial /Administrator training
- At least 5 years' working experience

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2nd Floor, G Block
30 National Heroes Circle
Kingston 4

no later than 7th June, 2024

Only shortlisted candidates will be contacted for interviews.