



Office of the Services Commissions

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CIRCULAR No. 261
OSC Ref. C.5849¹³

24th 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 Assistant (GMG/AM 3) in the Human Resource Management and Development Branch, Ministry of Justice (MOJ)**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

The incumbent is responsible for providing efficient and effective administrative support services to the Senior Director, Human Resource Management and Development in a manner which allow for the efficient operations of the Human Resource functions and support the execution of practices and procedures which are consistent with the Government regulations/guidelines.

Key Responsibilities

- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Organizes meetings for the Senior Director and staff as necessitated;
- Maintains the Senior Director's diary electronically by recording appointments, meetings visits etc. on a day-to-day basis, and confirms, cancels and reschedules appointment on the Senior Director's behalf;
- Attends meetings as required, makes notes and produces Minutes for dissemination and follow-up action;
- Logs receipt and dispatch of correspondence manually and electronically;
- Handles routine correspondence on behalf of the Senior Director, by retrieving and sending correspondence from intranet and internet;
- Receives and disseminates information on behalf of the Senior Director's Office;
- Creates and maintains audit reports database with weaknesses, recommendations, management response and the implementation status of recommendations;
- Updates and maintains database with reports and documentation;
- Follow-ups with Agencies/Departments to ensure the submission of documents to aid the work of the Senior Director's office;
- Liaises with internal and external stakeholders;
- Drafts letters and memoranda for the Senior Director's signature;
- Conducts research and prepare drafts responses to correspondence for vetting by the Senior Director;
- Keeps abreast of the progress of activities within the MOJ, providing background information, as well as preparing briefs for the Senior Director for participation in meetings;
- Prepares and disseminates internal advisories from the Senior Director's office to internal stakeholders;
- Follow-ups with Entities/Divisions regarding submission of management responses to communicate;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Issues meeting reminders for Human Resource Management/Executive Committee;
- Co-ordinates procurement activities on behalf of the HRM&D for goods and supplies and ensures the adequacy of the Branch's stationery and supplies;
- Assists with the preparation of the Annual Budget of the Branch;
- Reproduces confidential and other urgent correspondence and deals with urgent mail and emails as directed;
- Acts as Recording Secretary to select Committees;
- Performs other related functions assigned from time to time by the Senior Director.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Integrity;
- Teamwork and co-operation;
- Ability to use own initiative;
- Compliance;
- Good time Management skills;
- Good interpersonal skills;
- Adaptability;
- Good planning and organizing skills;
- Good analytical skills;
- Good problem-solving and decision-making skills;
- Customer and quality focus skills.

Technical:

- Knowledge of the Public Service Regulations, Staff Orders, Financial and Administration and Audit Act and other regulations and procedures governing the Public Sector;
- Good dictation and transcribing skills;
- Meticulous, quality conscious and thorough in the approach to organizational activities;
- Proficiency in the use of computer application;

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, with at least one (1) year in Human Resource Management would be an asset .

Applications and resumes along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor, should be submitted **no later than Friday, 5th July, 2024 to:**

Senior Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10
 or via
 Website: moj.gov.jm/careers/apply

Please note that only short-listed 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