



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 265

OSC Ref. C.5166⁸

25th 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 be assigned to the post of **Senior Administrator (GMG/AM 4) – (Not Vacant)** in the **Corporate and Special Services Unit, Office of the Services Commissions (Central Government)**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

Under the general direction of the Procurement/Office Manager, the incumbent is responsible for ensuring that all Units of the Department are provided with the necessary accommodation, resources and services to enable them to achieve the Organization's goals and objectives.

Key Responsibilities

Management/Administration:

- Provides suitable physical working conditions and the necessary tools for the Department;
- Ensures the preparation of venue and the provision of refreshment for meetings, enquires and interviews conducted by the Office;
- Facilitates the booking of rooms and parking spaces for meetings, enquires & interviews conducted by the Office;
- Maintains inventory of the assets of the organization;
- Monitors the use of the Department's motor vehicle and makes arrangements for repairs and services, when necessary;
- Maintains and updates all motor vehicle records;
- Prepares motor vehicle operational and efficiency reports for submission to the Ministry of Finance and the Public Service;
- Requests Board of Survey for the disposal of unserviceable and irreparable assets of the Department;
- Requests and acknowledges receipt of Medical Examination Reports for contract and permanently appointed officers in the Public Service;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills;
- Excellent leadership skills;
- Good oral and written communication skills;
- Good judgement;
- Excellent integrity and ethics;
- Confidentiality.

Functional:

- Strong negotiation skills;
- Good problem solving and analytical skills;
- Excellent job knowledge (Public Service Regulations, Staff Orders, FAA Act and other financial regulations and guidelines);
- Strong accounting skills;
- Good use of initiative;
- Proficiency in use of relevant computer software.

Minimum Required Qualification and Experience

- First Degree in Social Sciences or related discipline from a recognized tertiary institution;
- Two (2) years' related working experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd July, 2024 to:**

Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4

Email: hrm@osc.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