



Office of the Services Commissions

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CIRCULAR No. 246 **OSC Ref. C. 6608⁹**

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 **vacant** posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Senior Technical Co-ordinator (GMG/SEG 3) (2 posts) - Executive Office**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 3) - Human Resource Management and Development Division**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Corporate Planner (GMG/SEG 3) - Strategic Planning and Performance Monitoring Division**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Gender-Based Violence Helpline Specialist (SWG/PS 2) (4 posts) - Bureau of Gender Affairs**, salary range \$4,266,270 - \$5,737,658 per annum.
5. **Director, Male Empowerment (GMG/SEG 3) - Bureau of Gender Affairs**, salary range \$5,198,035 - \$6,990,779 per annum.
6. **Male Empowerment Officers (GMG/SEG 1) (2 posts) - Bureau of Gender Affairs**, salary range \$3,501,526 – \$4,709,163 per annum.
7. **Administrative Assistant (GMG/AM 3) - Bureau of Gender Affairs**, salary range \$2,190,302 – \$2,945,712 per annum.
8. **Rider/Messenger LMO/DR 1 (Level 2) - Corporate and Liaison Services Division**, salary range \$1,181,440 – \$1,550,120 per annum.

1. **Senior Technical Co-ordinator (GMG/SEG 3)**

Job Purpose

Under the general supervision of the Permanent Secretary, Executive Office, the Senior Technical Coordinator is responsible for conducting in-depth analysis of financial reports and statements; collecting and collating raw data into information to guide the investigations into the Ministry. The incumbent is expected to create measures and to conduct special investigative interviews to support the detection of breaches of laws, regulations, other enactments and directives pertaining to the Ministry, to ensure the successful achievement of the strategic objectives of the Division.

Key Responsibilities

Management:

- Reviews and recommends changes to the Ministry's compliance policies and procedures in accordance with existing laws, regulations, other enactments, guidelines, directives and best practice standards;
- Organizes and conducts training programmes/workshops to strengthen compliance with Audit recommendations and to provide awareness of existing policies, procedures, laws and regulations;
- Develops and reviews compliance monitoring techniques and procedures to ensure adherence to established policies and regulations;
- Reviews new and existing laws, policies and regulations relating to compliance ensuring that staff are current and up to date with the latest requirements;
- Protects assets of the Ministry by ensuring that standards related to compliance are enforced;
- Represents the Division and or the Permanent Secretary at meetings;
- Represents the Ministry at judicial Court proceedings and other engagements, as directed;

- Prepares compliance progress reports as required;
- Assists with the development of internal policies and procedures;
- Prepares monthly, quarterly and other ad hoc requested reports to the Permanent Secretary.

Technical/Professional:

- Develops compliance strategic objectives in keeping with the Ministry's guidelines;
- Liaises with the Agencies to obtain updates for financial statements;
- Conducts in-depth review and analysis of financial and management reports from the Ministry and its Agencies, identifying non-compliance and potential fraud/misappropriation;
- Reviews and analyzes reports from the Auditor General, other external regulatory entities and the Internal Audit Division, to identify compliance issues and conducts corrective actions;
- Establishes risk profile and conducts Risk Assessment to protect the Ministry;
- Monitors the implementation of remedial actions by the Ministry and its Agencies, resulting internal and external audit recommendations, and assists with the submission of reports to the Secretaries of the Public Accountability and Administrations and the Public Accounts Committees;
- Monitors corrective measures implemented as a result of audits and investigative interviews regarding the Ministry's and its Agencies' projects to ensure that the work undertaken and completed from budgetary allocation and other resources are in accordance with stipulated policies and regulations;
- Prepares case files for transactions or circumstances indicative of abuse, fraud and irregular activities, to be submitted to the Permanent Secretaries and/or the police;
- Designs and maintains a database on persons involved in criminal activities and other breaches of law to support security clearance of potential employees;
- Identifies and forecasts future trends for non-compliance and implements prevention strategies;
- Liaises with other investigative entities in matters involving the Ministry and its Agencies;
- Prepares checklists of financial management standards of the FAA Act and the Generally Accepted Accounting Principles and International Financial Reporting Standards as a tool for the monitoring of compliance;
- Directs and manages strategies to recover lost or misappropriated assets belonging to the Ministry, and initiates the intervention of the appropriate authorities (Fraud Squad etc.) where necessary;
- Liaises with other investigative entities in matters involving the Ministry;
- Collaborates with law enforcement officers, provides witness statements for Court matters involving the Ministry and attends Court to give evidence;
- Conducts follow up and monitors matters in Court in which the Ministry is involved;
- Assesses management's responses to audit findings to determine if there is compliance with established rules/policies, procedures, regulations and recommend appropriate action to be taken.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good analytical thinking skills;
- Good problem-solving skills;
- Good planning and organizing skills;
- Good time management skills;
- Attention to detail;
- Integrity;
- Good interpersonal skills;
- Ability to use own initiative;
- Confidentiality.

Technical:

- Sound knowledge of the Public Sector policies and procedures (Financial Administration and Audit (FAA) Act, Public Bodies Management and Accountability Act, Public Procurement, Public Service Regulations, Staff Orders, etc.);
- Sound knowledge of current auditing and/or accounting principles, practices and standards;
- Proficiency in financial statements/reports analysis techniques;
- Knowledge of the laws and Regulations governing the Ministry and its Agencies;

- Knowledge of the compliance analysis techniques;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (Statistical Software).

Minimum Required Qualification and Experience

- B.Sc. Degree in Management Studies/Business Administration with Accounts or ACCA Level II or its equivalent from a recognized tertiary institution;
- Five (5) years' practical experience in auditing, accounting or related field.

2. Director, Employee Relations, Occupational Health and Safety (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Human Resource Management and Development, the Director, Employee Relations, Occupational Health and Safety is responsible for developing and implementing employee relations, occupational health and safety policies and welfare strategies which are designed to motivate staff to meet the Ministry's strategic needs. The Director is also responsible for the management of discipline and grievance and is required to foster and promote a harmonious industrial relations climate, while enabling employees to be productive, healthy and safe.

Key Responsibilities

Management/Administration:

- Participates in the preparation and monitoring of the Division's Operational Plan and Budget, ensuring that the work of the Division is carried out according to agreed plans and targets;
- Participates in the development/review and implementation of Human Resource Policies/Plans;
- Develops an Employee Welfare Plan and Budget for the Ministry;
- Provides advices, guides and interprets on and of Government policies and guidelines available to the Ministry and its Agencies;
- Leads and directs the operations and staff of the Employee Relations and Welfare Section, developing appropriate work programmes/projects/meeting to achieve the objectives of the HRMD Division;
- Provides support for all Human Resource policies and programmes within the Ministry by participating in formal and informal training programmes particularly for delegated functions;
- Prepares and submits reports, position papers, and other documents, as required;
- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora as required.

Technical/Professional:

- Provides advice to the Permanent Secretary and other Senior Directors through the Director, Human Resource Management and Development on industrial relations, benefits, pensions and staff welfare issues; and provides direction in the revision of employee welfare programmes;
- Develops and co-ordinates the implementation of the disciplinary policy;
- Administers and monitors compliance of the disciplinary policy;
- Co-ordinates the establishment of a Disciplinary Committee;
- Develops and co-ordinates the implementation of the Code of Conduct/Dress Code; administers and monitors compliance of the Code of Conduct/Dress Code;
- Manages the grievance and disciplinary processes of the Ministry, ensuring consistency and fairness; facilitates the effective management of conflict by promoting the balancing of diverse interests and abilities of employees with the needs and goals of the organization;
- Develops Occupational Health, Safety and Wellbeing policies for the Ministry and promotes positive attitudes towards employee health, safety and wellbeing at work;
- Recommends strategies which will promote a healthy and proactive employee relations climate;
- Develops and maintains an employee relations strategy that will foster and enhance cooperation, unity and fairness within the Ministry;
- Designs and implements systems and procedures as required to deal with employee related issues;
- Co-ordinates the establishment of a Welfare Committee and monitors all staff welfare programmes.

- Identifies factors that may affect staff wellbeing and productivity and devises ways to mitigate same;
- Reviews current policies, practices and cultural attitudes to promote a harmonious working environment;
- Provides guidance and advice as required by managers and staff about the disciplinary processes, procedures and policies;
- Manages the maintenance of Period of Service Records;
- Manages the pension administration processes and the maintenance of the Public Employees' Pension Administration System (PEPAS);
- Prepares submissions to the Human Resource Executive Committee (HREC);
- Develops and implements a programme for staff separated or likely to be separated as a result of retirement and the Government of Jamaica (GoJ) modernisation programme;
- Investigates matters affecting staff and makes recommendations in relation to the following:-
 - ✓ Employee Relation
 - ✓ Health and Safety
 - ✓ Welfare and Wellbeing
- Co-ordinates, in collaboration with the Human Resource Development Unit, sensitization sessions to inform staff about health and good practices at the workplace;
- Offers information and provides counselling support to staff;
- Liaises with the Public Sector Employee Assistance Programme and other relevant bodies and make referrals;
- Keeps abreast of current and emerging employee relations trends and best practices and utilizes them for continuous improvement of the overall human capital development within the Ministry.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good analytical skills;
- Teamwork and co-operation;
- Ability to use own initiative;
- Good planning and organizing skills;
- Integrity;
- Good interpersonal skills.

Technical:

- Excellent knowledge of the Labour Laws of Jamaica, the Public Service Regulations, Staff Orders for the Public Service, Delegations of Functions and other Government of Jamaica policies and procedures;
- Good mediation/negotiations/conflict resolution skills;
- Good customer and quality focus;
- Proficiency in use the of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resource Management, Business Administration, Management Studies or its equivalent from a recognised tertiary institution;
- Training in Industrial Relations and Conflict Management;
- Training in Occupational Health and Wellbeing;
- Training in Events Management/Planning;
- Training in Supervisory Management/Human Resource Management;
- Five (5) years' experience in Human Resource Management preferable within the Public Sector.

3. Corporate Planner (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Strategic Planning and Performance Monitoring, the Corporate Planner has core responsibilities in managing the Performance Monitoring and Evaluation System (PMES) of the Ministry and its Agencies. This involves spearheading activities designed to support the process; also providing the necessary support to the Agencies to ensure

that the relevant plans are produced in accordance with the policies, objectives and guidelines of the Ministry and the Government of Jamaica.

Key Responsibilities

Management/Administrative:

- Liaises with the Cabinet Office to ensure compliance with Government of Jamaica's Performance Monitoring and Evaluation System (PMES);
- Liaises with Heads of Agencies to ensure that the Strategic Business Plans and Operational Plans are prepared on time and as stipulated;
- Liaises with Heads of Divisions to ensure that Operational Plans are prepared on time and as stipulated;
- Assists in the coordination of Strategic Planning Retreats, Executive Management Meetings and Senior Managers' Meetings;
- Collaborates with the Permanent Secretary's Office to co-ordinate the Review Sessions/Quarterly Review Meetings;
- Prepares Status Reports and submits for review and action;
- Identifies significant divergence from performance targets in plans and reports to Director Strategic Planning and Performance Monitoring; offers recommendation for improvements and alternatives;
- Collaborates with Senior Director, Corporate and Liaison Services to determine budgetary requirements to implement the Ministry's Strategic and Operational Plans;
- Assists Directors, Heads of Agencies and Divisions in identifying problems and potential barriers to effective implementation of planned programmes and projects;
- Participates in the Corporate Planners' Meetings;
- Assists in producing Work Plans and schedules;
- Participates in the development of an Operational Plan and Budget for the strategic Planning, Research and Performance Management Division;
- Works to support the achievements of the Division's agreed performance targets;
- Represents the Strategic Planning and Performance Monitoring Division at meetings, conferences workshops and provides reports to the Director.

Technical/Professional:

- Facilitates the development and co-ordination of the Performance Monitoring and Evaluation System (PMES);
- Participates in the development and production of the Ministry's Strategic Business and Operational Plans;
- Develops in conjunction with Heads of Agencies and Divisions the Priority Programmes and Projects of the Ministry;
- Guides and advises Heads of Agencies in the preparation of the Strategic Business Plans Operational Plans;
- Guides and advises the Heads of Divisions in the preparation of Operational Plans;
- Facilitates the completion of the PMES tools and frameworks;
- Provides strategic analysis and advice on policy issues;
- Submits strategic planning review reports to the Director, Strategic Planning and Performance Monitoring;
- Analyzes plans in accordance with the Ministry's strategic outcomes to ensure that the Ministry's policy objectives are reflected;
- Monitors budgetary allocations and determines effect on the accomplishment of strategic objectives;
- Liaises with Senior Director, Corporate and Liaison Services Division to ensure that the Strategic Business Plan of the Ministry is linked to its budget;
- Guides the progress of work in relation to the Operational Plans and management reports, identifies barriers to success and recommends strategies and activities to overcome where necessary;
- Monitors and evaluates the performance of programmes to ensure that targets are met or re-scheduled in a timely manner;
- Prepares status reports on the overall performance of the Ministry;
- Manages the Performance Review System of the Ministry;
- Facilitates the Quarterly Review Sessions/Meetings;
- Assists in drafting and updating relevant action reports;
- Drafts the Quarterly Report of the Ministry for submission to Cabinet;
- Drafts the relevant updates and reports, as needed;
- Guides, develops and operates a Management Information System;
- Participates in designing systems for recording progress information on projects of the Ministry and its Agencies;
- Supervises the collection of and tabulating of data from available sources to be analyzed and utilized in the development of programmes and policies of the Ministry;

- Assists with the supervision, development and maintenance of the databases to ensure that the system is updated with relevant and accurate information;
- Establishes mechanisms ensuring that all reports requested are received on a timely basis;
- Develops and manages procedures to get desired inputs from the Heads of Agencies and Divisions for strategic planning and exercises;
- Researches and reports on sector, economic and international developments impacting the viability of Ministry operations and programmes;
- Researches and reports the level of stakeholders and client satisfaction with Ministry products and services.
- Co-ordinates and facilitates special training and coaching programmes and workshops for Heads of Agencies, Heads of Divisions and staff;
- Designs and develops training and coaching modules aimed at strengthening institutional capacity for the planning and monitoring process within the Ministry;
- Conducts training needs analysis for Heads of Divisions and provides training to facilitate and improve the strategic planning process;
- Conducts coaching sessions on strategic planning and the evaluation procedures to ensure that managers and line staff are kept abreast of the process.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good strategic thinking skills;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Teamwork and Cooperation;
- Ability to use own initiative;
- Integrity;
- Good interpersonal skills.

Technical:

- Excellent knowledge of planning and development or project planning;
- Excellent knowledge background experience in quantitative and qualitative data gathering analysis;
- Working knowledge of standard computer applications;
- Excellent research and analysis skills;
- Knowledge of Performance Management Techniques;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration or Management Studies, with strong research component;
- Four (4) years working experience, including two (2) years at the middle management level;
- Knowledge of the Public Sector and current issues in public sector modernization.

4. Gender-Based Violence Helpline Specialist (SWG/PS 2)

Job Purpose

Under the general direction of the Gender-based Violence Helpline Director, the Gender-based Violence Helpline Specialist is responsible for providing crisis/emergency response, psychological first-aid, information and referral services to the survivors of the Violence Against Women and Girls (VAWG), in accordance with established Standards Operating Procedures and the Ministry's established policies and procedures.

Key Responsibilities

Management/Administrative:

- Adheres to established protocols and SOPs and makes the proper connections to organize the transfer of survivors to the appropriate National Shelter;
- Maintains up-to-date GB Services Directory with appropriate contact information;

- Maintains professional relationships with other relevant agencies/departments and interest groups for collaboration on common objectives and information sharing;
- Keeps abreast of developments on Gender-based Violence best practices to ensure compliance and awareness;
- Ensures that all information obtained and recorded is securely and confidentially stored;
- Prepares and submits reports to the Supervisor as requested;
- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora, as required.

Technical/Professional:

- Provides technical advice to all information and request received;
- Assesses the survivors' needs and offer safety planning support, in according with internal operating protocols and procedures;
- Collaborates with the relevant Government Sectors and other local authorities in order to provide appropriate support and referral with a survivor-centred approach;
- Provides assistance to survivors in emergency situations to obtain Shelter, and other basic needs;
- Provides relevant information that can contribute to the creation on GBV strategies by the BGA and other key stakeholders'
- Contributes to the planning of GBV programmes in close collaboration with different Sectors;
- Implements capacity-building activities for all persons of concern, service providers including relevant Government institutions and NGSs to strengthen to the prevention and response to GBV matters;
- Contributes to the establishment and/or strengthening of new strategic and innovative partnerships for the GBV Unit.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good planning and organizing skills;
- Good problem-solving and decision-making skills;
- Teamwork and co-operation;
- Customer service skills;
- Confidentiality;
- Flexibility;
- Interpersonal skills;
- Flexibility.

Technical:

- Excellent knowledge of Government regulations, laws and guidelines which affect Violence Against Woman and Girls (VAWG);
- Sound knowledge of Strategic Priorities of the NASP-GBV and of the National Policy for Gender Equality, 2021 and of the Survivor Centred Approach;
- Ability to work inclusively and collaborate with a range of partners, including different GBV service providers for making referrals;
- Sensitivity to and ability to work with marginalized populations;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (SPSS or other similar applications).

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Work/Counselling or its equivalent from an accredited tertiary institution;
- Certificate in Counselling or Crisis Intervention;
- At least two (2) years' work experience with survivors of gender-based violence.

5. Director, Male Empowerment (GMG/SEG 3)

Job Purpose

Under the general direction of the Principal Director, the Director, Male Empowerment and Support Unit is responsible for developing, implementing, managing and reporting on all policies, programmes and activities in relation to their care, protection, development and education.

Key Responsibilities

Management/Administration:

- Participates in the formulation of the Ministry's Strategic/Corporate Plans;
- Contributes to the development of the Branch's Operational/Work Plans and programmes and ensuring that staff members are effectively utilized and productivity is maximized;
- Manages the approved budget for the Unit, ensuring that all expenditure is documented and accounted for, according to Government of Jamaica (GoJ) guidelines;
- Provides sound policy advice to the Chief Technical Director, and the Principal Director on matters relating to the Unit's portfolio responsibilities;
- Manages and monitors all activities, programmes and policies within the Unit to realize the development and strategic positioning of the Bureau of Gender Affairs;
- Leads the formulation of male development policies to support the work of the industry for sustainable growth and development; reviews and makes recommendations for policy changes where necessary to maintain relevance to the strategic objectives of the Bureau of Gender Affairs (BGA);
- Manages and provides leadership, coaching and mentorship to members of the Unit;
- Participates in monthly, quarterly, annual performance review and reporting meetings for the Unit;
- Leads/co-ordinates meetings.

Technical/Professional:

- Develops and revises policies, programmes and strategies in line with the legislative standards and guidelines;
- Oversees the effective administration and management of programmes and projects as it relates to the Unit;
- Oversees the establishment and maintenance of an appropriate monitoring and evaluation systems;
- Liaises with sectoral MDAs/NGOs, academia and other stakeholders regarding the Unit's objectives;
- Initiates and maintains strategic alliances with potential partners in local, regional and international markets to increase collaboration with the Unit;
- Participates in the development and implementation of projects/initiatives geared towards advancing the development of males within the country;
- Oversees the collection, analysis and compilation of research and reports to support policy development initiatives and programmes;
- Identifies Inter-Sectoral/Inter-Ministerial policy issues, maintains close contact with relevant ministry officials and other relevant entities, as necessary;
- Supports mechanisms for exchange of information, experience and other relevant feedback across Programme Implementation at the national and international levels;
- Leads all male development activities within the gender mainstreaming component;
- Reviews planned activities, and makes necessary modifications/ratifications, when needed, in response to any emerging circumstances;
- Provides proactive and substantive technical support to the Organization of awareness raising and advocacy events, trainings, workshops, and drafting knowledge products.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Strategic vision;
- Good analytical thinking skills;
- Negotiating skills;
- Good problem-solving and decision-making skills;
- Teamwork and co-operation;
- Good planning and organizing skills;
- Good leadership skills;
- People Management;
- Managing External Relationships.

Technical:

- Sound knowledge of NPGE, NSAP-GBV Policy;
- Excellent knowledge of local, regional and international best practices;
- Ability to work inclusively and collaborate with a range of partners, including different GBV service providers for making referrals;
- Good knowledge of Public Sector management policies and procedures;
- Excellent customer and quality focus;

- Sound knowledge of Government of Jamaica's (GoJ) budgeting and procurement process;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Undergraduate Degree in Gender and Development Studies, Public Policy/Social Policy Management or its equivalent from a recognized tertiary institution;
- Training in Human Resource Management/Supervisory Management;
- Five (5) years' experience in related working environment.

6. Male Empowerment Officers (GMG/SEG 1)

Job Purpose

Under the general direction of the Director, Male Empowerment and Support Unit, the Male Empowerment and Support Officer is responsible for planning and coordinating programmes and activities. The incumbent is also responsible for delivering support services to men in relation to their care, protection, development and education.

Key Responsibilities

Management/Administration:

- Participates in the development and implementation of the Unit's Operational Plan and Annual Budget;
- Prepares and submits reports, as requested;
- Attends meetings and represents the Unit/Branch/Ministry at conferences, seminars and other fora as required.

Technical/Professional:

- Co-ordinates programmes, workshops and projects in support of the Unit's objectives;
- Develops and maintains an appropriate monitoring and evaluation systems;
- Records and maintains relevant case activities, issues, risks, to inform future decision-making activities/programmes.;
- Liaises with Sectoral MDAs/NGOs, academia and other stakeholders regarding the Unit's objectives;
- Participates in the development of projects/initiatives geared towards advancing the development of males within the country;
- Conducts and analyses research to support policy development initiatives and programmes;
- Reviews existing research on and gathers critical socio-economic statistics on men's/boys' issues to help inform the Bureau's approach;
- Provides visibility of the programme activities to stakeholders to increase awareness and support;
- Provides information and other relevant feedback across Programme Implementation at the national level;
- Conducts life skills training sessions and capacity building activities to empower men and boys;
- Provide advocacy, emotional and practical support and information to all client while ensuring that their needs and addressed.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Teamwork and co-operation;
- Good planning and organizing skills;
- Managing external relationships;
- Good interpersonal skills;
- Ability to use own initiative;
- Integrity.

Technical:

- Sound knowledge of NPGE, NSAP-GBV Policy;
- Sound knowledge of local, regional and international best practices;
- Ability to work inclusively and collaborate with a range of partners, including different GBV service providers for making referrals;
- Good knowledge of public sector management policies and procedures;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Undergraduate Degree in Gender and Development Studies, Public Policy/Social Policy Management or its equivalent from a recognized tertiary institution;
- Two (2) years' experience in related working environment.

7. Administrative Assistant (GMG/AM 3)**Job Purpose**

Under the general supervision of the Director, Male Empowerment and Support Unit, the Administrative Assistant provides technical and administrative support in the co-ordination and implementation of planned activities and programmes to meet the Unit's objectives.

Key Responsibilities

- Assists in supporting the requirements of the approved budget for the Unit ensuring that all expenditure is documented and accounted for according to GoJ guidelines;
- Schedules and prioritises the engagements and appointments for the Director and advises of matters requiring prompt attention;
- Schedules and coordinates internal and external meetings on behalf of the Director;
- Maintains an effective system that allows security and speedy retrieval of documents/information in accordance with established standards and records all mail received;
- Assists with research in the preparation of reports, policy decision and for meetings/discussions, Operational and Work Plans as well as Quarterly/Monthly status reports on the work of the Unit;
- Processes assigned correspondence and provides feedback to the Director as required;
- Arranges for the printing, photocopying, binding, dispatching, etc. of documents produced from the Director's desk;
- Organizes meetings hosted by the Director to include staff meetings and all other relevant meetings to include Heads of Divisions/Branches, Heads of Agencies meetings and prepares Minutes, reproduces and distributes in accordance with established guidelines;
- Sorts and distributes correspondence (print and electronic), and assists with the follow-up on special requests made of the Director;
- Coordinates activities for a variety of meetings, attend meetings, take minutes and prepares and circulate Minutes, as required;
- Attends meetings with the Director, upon request, takes Notes/Minutes, as required;
- Assists the Director with adhoc reports and quarterly reviews, as instructed;
- Interfaces with the staff of the Ministry, other stakeholders and responds to problems/concerns and issues that need the Director's attention;
- Responds to official enquires about the work of the Unit and where necessary, refers these enquiries to the appropriate officers;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written and communication skills;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Flexibility and adaptability;
- Good interpersonal skills;
- Teamwork and co-operation;
- Integrity;
- Ability to use own initiative.

Technical:

- Excellent knowledge of office management and administrative procedures and practices
- Good research and analysis skills;
- Excellent customer and quality focus;
- Ability to compose correspondence and reports;
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Certificate in Management Studies/Diploma in Administrative Management/Business Administration or its equivalent from a recognised tertiary institution;
- Three (3) years' experience in office administration preferably in a related field.

8. Rider/Messenger (LMO/DR 1)**Job Purpose**

Under the supervision of the Transport Manager, the Rider/Messenger is responsible for delivering and collecting mail and other items within the Corporate Area and provides general ancillary support to the Corporate and Liaison Services Division and the Ministry in General.

Key Responsibilities***Mail delivery:***

- Sorts and records mails to be delivered;
- Delivers mails and other items and ensures that they are signed for on delivery;
- Collects mail and other small items and carries out errands for the Ministry as required.

Ancillary:

- Assists with preparations for special events and functions, as required;
- Assists with the movement/relocation of records and equipment, as required;
- Assists with the movement and storage of office supplies and stationery, as required;
- Operates the photocopy machine, as required;
- Assists with replenishing the water coolers, when necessary.
- Undertakes minor repairs to the motorbike and ensures it is properly maintained.
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills;
- Good planning and organizing skills;
- Integrity;
- Confidentiality ;
- Compliance;
- Teamwork and co-operation;
- Interpersonal skills.

Technical:

- Sound knowledge of the GoJ Road Code and policies and procedures in operating a Government vehicle;
- Customer and quality focus.

Minimum Required Qualification and Experience

- Completed Secondary School Education;
- Literate and numerate with certificate (grade ten level);
- Open general driver's license with PPV;
- Passed required test for operating/driving government vehicle;
- Five (5) years riding; last two (2) years accident-free riding.

Special Conditions Associated with the Job

- Working environment involves:
 - ✓ Lifting and moving of objects;
 - ✓ Exposure to hazardous chemicals (gas oil, etc);
- Maybe required to work outside of normal working hours.

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

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: careeropportunities@mcges.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**