



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 319 **OSC Ref. C. 4858⁵⁰**

21st August, 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 **Administrative Officer (GMG/AM 2) – (Not Vacant)** in the **Plant Quarantine/Produce Branch Export Complex (Montego Bay, St. James), Ministry of Agriculture, Fisheries and Mining**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the direct supervision of the Manager/Plant Quarantine Produce Inspector (Montego Bay), the Administrative Officer (GMG/AM 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

Management/Administrative:

- Generates invoices using Accounting Software;
- Prepares invoices for on-site and off-site inspections;
- Prepares monthly, quarterly, annual financial throughput and export data reports;
- Prepares and monitors payment plans for outstanding receivables;
- Prepares lodgement for transporting to the bank by courier service;
- Prepares information package for security centre;
- Photocopies documents;
- Provides training and orientation for new accounting staff;
- Attends inter-agency and staff meetings to record minutes and reproduces same for circulation;
- Attends training seminars and workshops;
- Collects all fees and charges, and issues receipts for revenue collected for services provided at the Export Complex;
- Assists in preparing status reports;
- Assists in preparing and dispatching letters and memoranda to various departments/ministries and other external agencies;
- Authorizes the release of products kept in ambient and cold storage, upon receipt of payment
- Ensures the maintenance of constant supply of stationery and other office supplies;
- Files correspondence and other materials and maintains a record of the movement of files;
- Supervises ancillary staff;
- Establishes and maintains a system for the control of files;
- Directs telephone calls and messages.

Technical/Professional:

- Provides leadership and guidance to direct report through communication and training;
- Establishes and maintains a system that fosters a culture of teamwork and commitment to the Unit;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral communication skills;
- Excellent written communication skills;
- Good interpersonal skills;
- Good problem-solving skills and tenacity;
- Good human relations skills;
- Integrity;

- Compliance;
- Planning and organizing;
- Ability to work in teams;
- Good leadership and people skills;
- Customer and quality focus;

Technical:

- Good knowledge of basic financial accounting;
- Good knowledge of the Financial and Administration Act;
- Proficient in the use of relevant accounting and other computer applications;
- Understanding of general office procedures;
- General knowledge of the plant quarantine and produce inspection procedures.

Minimum Required Qualification and Experience

- Diploma/Certificate in Public Administration, Human Resource Management, Management Studies or Business;
- Certificate in Basic Financial Accounting;
- Computer training in relevant accounting and other computer applications;
- At least three (3) years' experience as an Administrative Assistant.

Special Conditions Associated with the Job

- Available to work on weekends and public holidays;
- Exposure to Methyl Bromide fumigant used in the Fumigation process.

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

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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**