



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 384 **OSC Ref. C. 4858⁵⁰**

25th September, 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 2) in the Facilities and Property Management Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$1,711,060 to \$2,301,186 per annum.

Job Purpose

Under the direct supervision of the Manager, Office Management and General Services, the Administrative Assistant is responsible for providing administrative support for the efficient day-to-day operations of the Section.

Key Responsibilities

Management/Administrative:

- Produces follow-up action sheet for Manager and provides reminders;
- Prepares and circulates Minutes of meetings with notices of meetings and Agenda;
- Prepares and submits documents/correspondence on behalf of the Manager;
- Composes/types and distributes routine correspondence;
- Receives, opens, sorts and distributes incoming and outgoing correspondence;
- Maintains a register of Attendance for staff and meetings;
- Updates and maintains databases;
- Initiates and monitors responses to queries and other requests from internal and external customers;
- Manages administrative tasks;
- Schedules, arranges and attends meetings, and takes and transcribes Minutes;
- Arranges conferences, seminars, workshops and other events;
- Schedules and maintains diary of appointments for Manager;
- Ensures the timely preparation and circulation of notices, Minutes and other requisite documentation required for meetings, as advised by the Manager;
- Prepares, in consultation with Manager, action list arising from meetings; establishes tracking system for monitoring follow-up action;
- Follows up with procurement with respect to the progress of requisitions;
- Prepares Vacation Leave Roster and maintains record of all leave taken by staff;
- Receives the travel plans weekly and maintains an itinerary of all drivers in the Section;
- Screens and redirects incoming telephone calls to the Manager and/or records messages, as necessary,
- Screens and directs visitors to the relevant officer/section;
- Satisfies customers'/clients' requests and responds the queries;
- Oversees the logistical arrangements for the successful staging of conferences, seminars and workshops organized by the Section;
- Maintains a catalogue of all official technical reports and other documents produced by the Unit, and initiates action on requests for information by referral to the Manager and redirecting, as advised;
- Maintains a database of external entities related to the work of the Section;
- Maintains and upgrades filing system for all records of the Section;
- Maintains records of all incoming calls and outgoing long-distance calls and screens telephone bills, submitting to respective officers for payment for personals calls prior to payment approval by Manager;
- Manages and maintains an inventory of stationery and office supplies for the Section;
- Maintains inventory of office furniture and equipment and initiates action for repairs, when necessary.
- Assists the Manager in the preparation of the Annual Budget, Operational, Unit and Work Plans for the Section.
- Undertakes background research on various related matters and drafts reports/correspondence for perusal by the Manager;
- Reads and analyses incoming memoranda, submissions and reports and determines their significance and plan their distribution;

- Responds to routine requests/queries from internal and external clients;
- Liaises with internal and external stakeholders on various matters on behalf of the Manager;
- Checks claim forms for members of the Section in respect of overtime for accuracy and completeness;
- Contributes to and maintains a system that fosters a culture of teamwork, cohesiveness and commitment to the Section's and Ministry's goals;
- Keeps the Manager informed on all matters pertaining to the Section/Branch;
- Maintains a conduct of professionalism, integrity and confidentiality;
- Performs any other related duties that may be assigned from time to time by the Manager.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent analytical skills;
- Good interpersonal skills;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Good leadership skills;
- Good teamwork and co-operation skills;
- Good planning and organizing skills;
- Ability to apply initiative;
- Good integrity;
- Compliance.

Technical:

- Proficiency in the use of Word Processing, Data Base Management, Spreadsheet and Graphics Software applications;
- Good Report Writing skills;
- Good Research skills;
- Knowledge of Records Management;
- Knowledge of the operations of Government/Ministry's policies and procedures.

Minimum Required Qualification and Experience

- Associate Degree in Management Studies, Public/Business Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Three (3) years' experience in an Administrative capacity.

OR

- Diploma in Management/Public/Business Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Four (4) years' experience in an Administrative capacity;

PLUS

- Certification of proficiency in the relevant Computer Software Applications.

Applications accompanied by résumés should be submitted **no later than Tuesday, 8th October, 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**