



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 356

OSC Ref. C. 5850¹⁷

12th 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 **Urban Renewal and Development Branch, Ministry of Economic Growth and Job Creation**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

The incumbent is responsible for providing administrative support to ensure the effective and efficient functioning of the Urban Renewal and Development Branch.

Key Responsibilities

Management/Administrative:

- Assists in the preparation of the Branch's Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists in the preparation of the Budget for the Branch and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Branch's Operational and Strategic Plan;
- Manages the procurement activities for the Branch;
- Assists with the co-ordination of the Branch's meetings and functions relating to the operations of the Branch;
- Attends meetings, produces and distributes accurate Minutes and records decisions;
- Participates in meetings, committees, workshops, seminars and other events as needed.

Technical/ Professional:

- Conducts research, executes questionnaires and prepares resulting reports;
- Assists in organizing and co-ordinating workshops, seminars, training sessions, exhibitions, forums conducted by the Branch;
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Collates information and prepares the Monthly, Quarterly, Annual report, and other special reports for the Branch;
- Prepares resource materials, such as brochures and relevant literature, for workshops and courses;
- Answers queries and prepares responses to requests from members of relevant Committees and other relevant stakeholders;
- Secures Conference Rooms, multimedia equipment and other devices/resources for meetings/functions;
- Maintains confidential records and files;
- Undertakes the procurement of equipment and supplies for the Branch, in collaboration with the Procurement Unit;
- Liaises with Documentation/Information & Access Services Division to assist with processing Access to Information requests for review and approval by Senior Director;
- Prepares requests for proposals, quotations, specification sheets and evaluation reports for the procurement of equipment and other supplies;
- Manages and maintains inventory and inventory records for all goods and stationeries in the Branch;
- Maintains records of income and expenditure reports of the Branch;
- Arranges for the expeditious processing of bills generated;
- Performs other related duties as assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Interpersonal skills
- Ability to work well under pressure
- Excellent organizational skills
- Confidential

Technical:

- Understanding of GOJ Procurement Principles
- Proficient in the use of relevant computer applications such as Microsoft Office Suite
- Knowledgeable of research methodologies

Minimum Required Qualification and Experience

- Associate Degree in Public/Business Administration or related discipline
 - One (1) year's related working experience
- OR**
- Diploma in Business Administration/Management Studies or any other relevant field from a recognized institution
 - Two (2) years' related working experience

Applications accompanied by résumés should be submitted **no later than Wednesday, 25th September, 2024 to:**

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megic.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**

