



Office of the Services Commissions

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CIRCULAR No. 349 **OSC Ref. C.4858⁵⁰**

10th 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 be assigned to the post of **Administrative Assistant (GMG/AM 3) – (Not Vacant)** in the **Ministry of Agriculture, Fisheries and Mining**, salary range \$2,190,302 to \$2,945,712 per annum.

Job Purpose

Under the direct supervision of the Senior Director, Project Management and Co-ordination Division, the Administrative Assistant will provide administrative, secretarial and technical support to facilitate the effective and efficient operation of the Branch.

Key Responsibilities

Management/Administrative

- Ensures that the Monthly and Quarterly Achievement Reports are reviewed, collated and completed for submission;
- Ensures that staff is aware of correct reporting procedures;
- Ensures that the items of office furniture, equipment and stationery are procured, inventoried and stored;
- Maintains inventory of the Division's supplies and equipment;
- Ensures that the office environment is properly kept and the furniture and equipment are clean and functional;
- Participates in the procurement of supplies, office equipment and stationery for the Division and new Projects;
- Assists in organizing and arranging meetings, seminars, training in relation to the Division as directed;
- Convenes quarterly staff meetings;
- Monitors and updates the Attendance Register and prepares and submits Attendance Reports;
- Follows-up on correspondence and directives referred by Senior Director
- Records and prepares Minutes of meetings;
- Investigates complaints and makes recommendations for changes, so that the services provided meet the required objectives;
- Provides guidelines/advice to members of staff on organizational regulations, policies and guidelines;
- Maintains leave records and submits leave application on behalf of the staff to the Director, Human Resource Management;
- Composes and produces correspondences, Minutes, reports and other documents using computer from written draft or as directed by Senior Director;
- Receives, opens, sorts and distributes incoming mail;
- Answers the telephones, relays message, screens requests for information and refers non-routine calls to appropriate member of staff;
- Schedules appointments and maintain diary;
- Ensures that confidential files are maintained and properly secured;
- Maintains record of the movement of files;
- Conducts research, collates and provides information for various purposes;
- Undertakes preliminary administrative and organizational arrangements for meetings;
- Establishes and maintains the Division's database/records including filing, retrievals, retentions, storage, compilation, coding, updating and disposal;
- Screens and directs visitors to relevant officers;
- Responds to routine and other correspondence;
- Photocopies documents;
- Accesses and sends emails;
- Assembles and disseminates information to internal and external personnel as requested;
- Attends meetings, workshops, conferences and other events.

Technical/Performance

- Participates in the planning, organizing and conduct of workshops, meetings and other functions;
- Visits projects sites periodically and observes implementation strategies as directed by the Senior Director;
- Discusses findings with Senior Director;
- Liaises with Project Directors/Managers/Coordinators to ensure that the Contract information is completed;
- Addresses conflicts and makes recommendations to Senior Director on a final decision;
- Participates in the development of procedural manuals and forms as a guide to assist internal and external clients;
- Conducts and maintains inventory controls and schedules maintenance and upkeep of vehicle and equipment;
- Ensures that equipment and assets of the Division are secured, documented and inventoried;
- Initiates and arranges meetings with the personnel of other Divisions and external agencies to obtain co-operation and consistency;
- Reviews administrative and logistical systems, arrangements and procedures periodically and recommends changes, where necessary to improve operational efficiency;
- Co-ordinates and prepares information for technical reports;
- Ensures the implementation of health and safety measures.

Human Resource

- Co-ordinates staff activities to ensure maximum efficiency;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective actions, where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Provides leadership and guidance to ancillary staff through effective planning, delegation, commendation, training, mentoring and coaching;
- Assists with ensuring the welfare and development needs of staff in the Division are clearly identified and addressed;
- Performs any other related duties.

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

- Good customer and quality focus skills.
- Good oral and written communication skills
- Excellent organizational skills
- Excellent interpersonal skills
- Good time management
- Good planning and organizing skills
- Methodical
- Good team player
- Ability to meet deadlines
- High level integrity

Functional/Technical:

- Proficient in the relevant computer applications
- Sound knowledge of the Division's functions and work programmes
- Sound knowledge of Government HR Procedures and Processed
- Sound knowledge of General Office Administrative and Procedures
- Knowledge of Grievance Handling and Procedures
- Knowledge of Government Procurement and Contracting Procedures
- Knowledge of Project Management and Implementation
- Working Knowledge of funding agencies, Policies and Guidelines and Procedures.
- Supervisory Management Skills.

Minimum Required Qualification and Experience

- Associate Degree in Management/Public 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 Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
 - Four (4) years' experience in an administrative capacity.
 - Project Management Certification, for example CAPM, would be an asset

Special Conditions Associated with the Job

- Occasional travelling.
- May be required to work beyond normal working hours.

Applications accompanied by Résumés should be submitted **no later than Monday, 23rd September, 2024 to:**

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

E-mail: 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