



Office of the Services Commissions

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CIRCULAR No. 338 **OSC Ref. C.6272¹⁸**

4th 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 Manager (GMG/SEG 1)** in the **Corporate Affairs Division, Office of the Cabinet**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

The incumbent is responsible for overseeing and administering the day-to-day activities of the Division, developing policies, procedures and systems which ensure the productive and efficient operation of the Division.

Key Responsibilities

Management/Administrative:

- Serves as the primary point of administrative contact and liaison with other Divisions on operational, programmatic matters concerning Corporate Affairs.
- Provides assistance upon instructions by the Senior Director, Corporate Affairs Division, on matters relating to specially assigned projects; e.g. Electricity Sector Enterprise Team, Commission of Enquiry (Extradition Matters), LNG Project
- Drafts Cabinet notes and submissions in keeping with reporting requirements for agencies assigned to the Office of the Cabinet.
- Oversees the operation of the Division's accounts and plans and monitors expenditures, as appropriate, coordinates the preparation of the budget for the Division and associated accounts as directed
- Liaises with Finance and Accounts Division in relation to budget and other divisional financial matters as required.
- Interfaces with internal and external auditors on matters related to the oversight and administration of the resources of the Office of the Cabinet
- Collaborates with the Senior Director in processing Annual Reports and ensures the tabling of same in the Houses of Parliament in keeping with statutory reporting requirements
- Maintains systematic record of workflow in the Corporate Affairs Division and provides updates via a duty roster system and identifies and resolves minor administrative problems that affect the efficient flow of work in the Corporate Affairs Division
- Provides assistance in the understanding and interpretation of policies and procedures as appropriate and ensures that office operations are in compliance with policy provisions and standards.
- Contributes to the development of evaluation systems for applicants competing for selected positions in the Ministry
- Schedules and coordinates meetings, appointments and travel arrangements for the Senior Director, Corporate Affairs Division.
- Co-ordinates office services, such as reports, and budget preparation to assist the Senior Director.
- Liaises with external clients, locally and internationally, as requested by the Senior Director.
- Co-ordinates the preparation of monthly/quarterly Status Reports for the Division and ensures timely submission.
- Liaises with the HRDM Division in relation to staffing issues on behalf of the Cabinet Office as directed by the Senior Director.
- Manages the welfare and development of direct report through the preparation of work plan and performance appraisal, as well as makes recommendations for training and development programmes.
- Reviews operating practices and procedures to determine whether improvements can be made in areas such as workflow or procedures and makes recommendations.
- Provides assistance to the Senior Director in sourcing services, collecting and recording data and ensuring the provision of defined support of the shared services arrangement with the Office of the Prime Minister, to improve operational efficiency and the prudent management of resources within the Office of the Cabinet

- Co-ordinates project meetings of the Senior Director, follows-up on pending details, co-ordinating activities and ensuring deadlines are met.
- Represents the Division at meetings as required.
- Formulates systems to assist in the recruitment process as required
- Maintains up-to-date record of and provides reports on energy consumption and expenditure
- Supports the Senior Director by requesting the commitment List and reviewing for accuracy of entries and ensuring that the information is current
- Co-ordinates logistical arrangement for, and provides technical and administrative support at meetings held by the Corporate Affairs Division as well as the Office of the Cabinet in general;
- Obtains and compiles consumption data on utilities and consumables for analysis by Senior Director;
- Supervises the work of the Administrative Assistant, including assigning work and monitoring employee performance, to ensure standards of service delivery to the Corporate Planning and ICT Units;
- Screens visitors and determines whether they should be given access to the Senior Director;
- Answers, screens and responds to or transfers telephone calls.

Technical/Professional:

- Conducts research and analysis on specific issues as required and independently prepares non-routine letters and/or reports which may be highly sensitive and confidential in nature and submits to the Senior Director for consideration/presentation;
- Analyses and generates final reports in required formats from raw data;
- Prepares written responses to routine correspondence;
- Maintains an electronic calendar and reminders of appointments and meetings;
- Prepares Quarterly Contract Reports for submission to the Contractor General's Department;
- Prepares or modifies documents including correspondence, report, drafts, memoranda and emails;
- Processes incoming and outgoing correspondence in accordance with required standards and takes action as instructed by the Senior Director and the Cabinet Secretary;
- Logs complaints received from Divisions within the Office of the Cabinet and assists in resolving the issues detailed as directed by the Senior Director;
- Makes arrangements for meetings, prepares agenda and distributes;
- Attends meetings, as requested, takes minutes and reproduces; compiles, transcribes and distributes minutes of meetings;
- Prepares Commitment Requisitions and related memoranda and submits to the Finance and Accounts Division;
- Prepares Virement documentation and calculation for submission to Finance and Accounts Division, OPM as requested by the Senior Director;
- Maintains an effective filing system that allows for security of confidential documents, and speedy retrieval of documents/information, in accordance with established standards;
- Interfaces with suppliers of goods and services in order to procure supplies for general office operations;
- Monitors the progress of the work of contractors and reports on it to the Senior Director;
- Works with the Senior Director to ensure urgent requests are actioned/escalated to the Divisional Heads as appropriate and coordinates the responses;
- Processes requisite documents to facilitate payments to suppliers and contractors;

Other:

- Assists with the monitoring of the vehicular fleet of the Cabinet Office and inventory of consumables;
- Maintains adequate supply of stationery and other office supplies for the Corporate Affairs Division and issues stock accordingly;
- Reproduces copies of reports/other documents as required, collates and distributes;
- Liaises with internal staff at all levels;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent networking and relationship-building skills; ability to function as a team player and work with a diverse group of people at various levels externally and internally
- Good organization and planning skills
- Excellent information gathering, coordination and monitoring skills
- Problem solving skills

- Administrative skills
- Analytical skills
- Attention to detail and accuracy
- Flexibility and adaptability
- Ability to work on own initiative and under pressure
- Typewriting/word processing speed of at least 50 wpm
- Excellent shorthand/note taking skills of at least 100 wpm
- Customer service oriented
- Excellent oral and written communication skills
- Sound knowledge of relevant computer applications (e.g. Word, Excel, PowerPoint, Access)
- Strong problem solving and decision-making skills
- Keen listener
- Excellent integrity/ethics exercised in the performance of duties

Minimum Required Education and Experience

- First Degree in Management Studies, Business Administration or any other related discipline from an accredited tertiary institution.
- Computer skills and knowledge of relevant software
- Knowledge of standard office practices and procedures.
- Knowledge of the operation of standard office equipment
- Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute.
- Three (3) years' experience operating at a high administrative level in an organization of similar size and complexity.

Special Conditions Associated with Job

- Required to work beyond normal working hours, whenever the need arises.
- May have to handle dusty files/documents.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th September, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Office of the Cabinet
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**