



## Office of the Services Commissions

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### **CIRCULAR No. 360** **OSC Ref. C.6272<sup>18</sup>**

**13<sup>th</sup> 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 Administrator, Civil Awards Programme (GMG/AM 4)** in the **Chancery and Protocol Unit, Office of the Prime Minister**, salary range \$2,803,771 - \$3,770,761 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Ceremonials, Operations and Staff Administration, the Administrator, Civil Awards Programme, is responsible for:

- Planning and co-ordinating the Long Service Awards Function associated with Jamaica Civil Service Week of activities;
- Participating in the planning of State Ceremonies, Official Visits, National Honours and Awards;
- Maintaining of databases for Jamaica Civil Service Long Service Awards and National Honours and Awards;
- Managing of Procurement and Payment processes;
- Records Management;
- Providing Financial and Operational Support and assisting with the execution of Logistical Plans and Protocol Schedules.

#### **Key Responsibilities**

- Co-ordinates and manages the administrative functions of the ceremony;
- Dispatches circulars to Ministries, Departments and Agencies requesting the submission of the names of individuals eligible to receive Awards;
- Verifies the names and data submitted on these individuals against in-house database, for accuracy (ensuring that there is no duplication of individuals nominated, and that these individuals have never received an award);
- Vets the medals received from the printers to ensure accuracy and, where there are errors, returns medals for correction;
- Prepares letters of notification to awardees on ceremony details e.g. rehearsal, appropriate dress code and procedures relating to the ceremony;
- Prepares draft programme, draft citation, draft orator's notes for Award Ceremony for review by Director, Ceremonial Operations and Staff Administration;
- Prepares request for the preparation of the Governor General's Proclamation and receipt of Governor General's agreement for hosting of Ceremony at King's House;
- Administers the process of commitment requests, and bills/invoices to be checked and certified before submitting to the Procurement Unit/Finance and Accounts Division for procurement or payment attention;
- Liaises with caterers, printers, engravers, suppliers, entertainers, speakers and publication service providers, as necessary, with respect to the ceremony;
- Attends all Planning Committee Meetings, and follows up on activities, where necessary;
- Prepares and dispatches invitations to awardees, dignitaries, guests, Ministry personnel and Letters of Appreciation to participants and sponsors;
- Collaborates with the Procurement Unit to procure medals;
- Researches the Death Notices in the daily newspapers, updating the database accordingly and providing summary reports;
- Assists with the planning and organizing of activities for the National Honours and Awards Ceremony;
- Receives/greets guests of the Prime Minister, as assigned, and ensures the prescribed standards of official protocol, hospitality and etiquette are maintained to facilitate the comfort of the guests;
- Assists in the preparation for State Ceremonies, State and Official Visits to Jamaica by Heads of State/Government and other Dignitaries;
- Assists with the preparation of budgets for the Unit and each event undertaken;

- Assists in the creation, storage, speedy retrieval and safe disposition of records and information generated by the Uni, and ensures that the procedures and guidelines for file maintenance are adhered to.

### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills;
- Excellent interpersonal and social skills;
- Sound organizing and administrative skills;
- Good research and IT skills;
- Ability to effectively manage/work in a team;
- Knowledge of international and local rules and practices regarding official Protocol and Social Etiquette;
- Knowledge of National Symbols and Emblems and National Honours and Awards;
- Knowledge of Government Accounting and Procurement Policies and Procedures;
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Proficient in the use of computer applications especially Microsoft Office Suite (Word, Excel, Power Point, Publisher).

### **Minimum Required Qualification and Experience**

- Undergraduate Degree in Public Administration **or** Associate Degree in the field of Hospitality Management **or** related discipline from an accredited tertiary institution;
- Training in Protocol and Social Etiquette;
- One (1) year experience in related field;
- Experience in Events Planning and Management would be an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 26<sup>th</sup> September, 2024 to:**

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

Email: [jobs@opm.gov.jm](mailto: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**