



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 400 **OSC Ref. C. 6222¹³**

4th October, 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 3)** in the **Information and Communications Technology Branch, Post & Telecommunications Department**, salary range \$2,190,302 to \$2,945,712 per annum.

Job Purpose

The Administrative Assistant (GMG/AM 3) will assist the Director, Information and Communication and Technology with administrative duties by providing a wide variety of complex and confidential administrative and secretarial support; and communicating information on behalf of the Director, Information and Communication and Technology to internal and external customers as well as stakeholders.

Key Responsibilities

Management/Administrative:

- Collaborates with Supervisor in the preparation, signing and submission of Individual Work Plan;
- Assists the Supervisor in the preparation of the ICT Branch's Unit Plan;
- Manages the office by relieving the Director, Information and Communications Technology (ICT) of routine requests and matters;
- Ensures that all official obligations are met, by arranging meetings, conferences and ensuring that all relevant parties are advised and arrangements are made;
- Provides the necessary administrative support to ensure effective management of the ICT Branch;
- Co-ordinates the Director, Information and Communications Technology's (ICT) schedule;
- Opens, sorts and distributes incoming correspondence, including emails, memos, letters etc.;
- Monitors matters that have been passed to directors/desk officers for action, ensuring that they are pursued to finality, and appraises the Director, Information and Communications Technology (ICT) of the results;
- Liaises with staff in Ministries, Departments and Agencies (MDAs), as well as Private Sector entities, to arrange meetings and other businesses on behalf of the Director, Information and Communications Technology (ICT);
- Keeps records of all deadlines that have to be met and important matters that have been dealt with, bringing them to the attention of the Director, Information and Communications Technology (ICT) and, interfacing with the officers and departments concerned to ensure that the deadlines are observed;
- Handles the daily administrative functions of the office of the Director, Information and Communications Technology (ICT) and manages the timelines for all upcoming projects, issues, and reports and commitments;
- Receives and screens incoming telephone calls to the Director, Information and Communications Technology (ICT), providing friendly and professional greeting, directing calls, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses and responds where appropriate.

Technical/Professional:

- Follows established rules and procedures in responding to requests and queries and redirecting items and/or visitors to other ICT staff members;
- Reviews and summarizes miscellaneous reports and documents;
- Prepares background documents and outgoing mail as necessary;
- Handles incoming and outgoing correspondence on behalf of the Director, Information and Communications Technology (ICT);
- Provides accurate word-processing support by composing and/or editing a variety of documents; including highly confidential correspondence, memoranda, contracts and proposals;
- Proof-reads all outgoing reports, documents and correspondence for spelling, grammar and layout appropriateness, making changes as necessary;

- Develops and maintains a well-organized filing system that permits easy reference and rapid retrieval of information;
- Analyses and monitors submissions to the Director, Information and Communications Technology (ICT) and where appropriate, deals with them or otherwise brings them to early attention so that they can be addressed without delay;
- Manages local and overseas travel arrangements for the Director, Information and Communications Technology (ICT);
- Arranges and schedules appointments for the Director, Information and Communications Technology (ICT) as requested, and prepares material for meetings as appropriate;
- Prepares agendas, attends meetings and ensures that the Minutes are taken, transcribed and distributed as required;
- Arranges meetings, workshops and training events;
- Researches and collates information for briefing of the Director, Information and Communications Technology (ICT);
- Manages the Inventory Management System;
- Prepares routine monthly reports and other reports as directed from time to time;
- Performs other related duties that may be assigned.

Required Knowledge, Skills and Competencies

Core

- Integrity
- Oral and Written Communication
- Compliance
- Interpersonal Skills
- Problem Solving and Decision Making
- Adaptability
- Teamwork and Cooperation
- Goal/Results Oriented
- Customer and Quality Focus
- Initiative

Technical

- Proficient in the Use of Technology
- Planning & Organizing skills
- Methodical
- Analytical Thinking
- Social Skills
- Managing External Relationships
- Managing Partners
- Technical Skills
- Research skills

Knowledge Of

- Administrative or office management practices and principles.
- Government of Jamaica records and information management practices and principles.
- The Civil Service regulations and procedures; Financial Administration and Audit Act and the Public Procurement Act.
- The use of standard computer applications.
- Web-based research techniques.
- The Post Office Act; the Postal Industry and its operations.

Minimum Required Qualification and Experience

- Associate Degree in Management Studies/Diploma in Administrative Management with at least three (3) years' experience in the administrative or related environment; one (1) of which should be in an executive office.

Special Conditions Associated with the Job

- May be required to work long and unscheduled work hours to meet critical deadlines.

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

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston CSO**

Email: hrunit@jamaicapost.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**