



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 430** **OSC Ref. C.6555<sup>18</sup>**

**30<sup>th</sup> 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 be assigned to the post of **Administrative Support (GMG/AM 2) - (Not Vacant)** in the **Department of Co-operatives and Friendly Societies, Northern Region/Montego Bay, Ministry of Industry, Investment and Commerce**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **Job Purpose**

Under the direction of the Manager, Northern Region, the Administrative Support is responsible for planning, organizing, directing and controlling all human resource and administrative functions of the Regional Office of the Department of Co-operatives and Friendly Societies.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates in the Unit's strategic planning process;
- Provides advice/guidance to all members of staff in the interpretation and application of government policies, rules and regulations;
- Provides advice/guidance and support to the Manager;
- Represents the Unit at meetings, seminars and workshops.

##### ***Technical:***

- Assists with the preparation of the Budget, strategic, operational and workplans for the Unit;
- Maintains the Unit's staff list;
- Prepares reports for submission to the Manager;
- Submits recommendations through the Manager/Registrar to the Human Resource Division for acting appointments, promotions, appointments, vacation leave, study leave, recreational leave and sick leave;
- Prepares and submits letters of justification for the operation of posts within the Unit;
- Monitors Attendance Register and maintains leave cards for the entire Unit;
- Procures and maintains stationery;
- Checks office equipment and furniture for suitability and damage;
- Prepares and dispatches official documents;
- Establishes and maintains filing systems;
- Distributes salary advice.

##### ***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning delegation, communication, training, mentoring and coaching;
- Ensure the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and organization's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers;
- Performs any other related duties assigned from time to time.

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

#### **Core:**

- Good oral and written communication skills
- Good oral communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good time management skills
- Good interpersonal skills
- Problem solving and decision making skills
- Methodical
- Teamwork and co-operation
- Initiative

#### **Technical:**

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of human resource management and administration
- Proficient in relevant computer applications

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

- Diploma/Certificate in Human Resource Management, Public Administration, Management Studies
- Two (2) years' experience at a supervisory level.

Applications accompanied by résumés should be submitted **no later than Tuesday, 12<sup>th</sup> November, 2024 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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**