



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 401 **OSC Ref. C. 4860¹¹**

8th 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/fill the following posts in the **Ministry of Labour and Social Security**:

1. **Director, International Labour Agencies and Information (GMG/SEG 3) (Not Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Administrative Assistant (GMG/SEG 1) (Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.

1. Director, International Labour Agencies and Information (GMG/SEG 3)

Job Purpose

To plan, organize and administer duties which devolve on the Government of Jamaica as a member of the International Labour Organization (ILO.), Organization of American States (OAS), Caribbean Community (CARICOM), United Nations (UN) and other related International Agencies.

Key Responsibilities

Organization:

- Represents the Ministry at local and international meetings, conferences and other fora on matters relating to the ILO and other related International Agencies, as required;
- Ensures effective collaboration with other Ministries, Public and Private Sector Agencies, tripartite bodies to extract desired information for ILO and other related International Agencies, where necessary.
- Assists in the organization of seminars/workshops and other fora conducted by the Unit/Ministry on matters relating to ILO and other related International Agencies.

Administration of the International Agencies and Information Desk:

- Assists in identifying and planning annual and ad hoc international co-operations between the Ministry of Labour and Social Security through the international Agencies;
- Prepares reports on Jamaica's application of ILO conventions and recommendations (ratified or unratified)-also resolutions;
- Prepares other reports relating to other international Agencies;
- Prepares Cabinet Submissions/Ministry papers and other documents relating to ILO instruments being proposed for possible ratification or adoption;
- Prepares responses to queries and questionnaires from the ILO and other international Agencies on labour-related matters;
- Corresponds/researches/liaises with internal Departments to obtain related information for international Agencies
- Corresponds/researches/liaises with representative organizations (Ministries and other Government Agencies, Jamaica Employers Federation [JEF], Trade Unions) and other related organizations on matters relating to 1-3 as above;
- Prepares travel Budget, hotel and travel bookings, procurement of transit and short-term visas, accreditations and courtesies;
- Assists in preparing travel Budget, hotel and travel bookings, procurement of transit and short-term visas, accreditations and courtesies, for delegates attending International labour Conferences (ILC) and other seminars, workshops and other events overseas;
- Prepares Briefs for Jamaica's Delegates and Advisors attending meetings, conferences and seminars, held under the auspices of the ILO/related International and Regional organizations;
- Maintains stock of reading materials from the ILO and other labour-related organizations;
- Disseminates publications from the ILO and other labour-related organizations to representative organizations, libraries and educational institutions, the public in general and tertiary students in particular;
- Consults and holds discussions with administrative personnel in Government Ministries/Departments, legal personnel, representatives of Employers' and Workers'

organizations, on matters relating to the ILO and other international labour Agencies, where the circumstances dictate;

- Collects, compiles and writes information on global trends in the labour market for labour market update-LMIS newsletter;
- Maintains constant links with ILO and other international Agencies' Websites for updates on conventions, co-operation and trends;
- Maintains dialogue with representatives of ILO and other International Agencies' Websites for updates on conventions, co-operation and trends;
- Keeps abreast of information on ongoing Programmes under the ILO and other International Agencies, which relate to the Ministry;
- Assists in monitoring research and other activities of Programmes under the ILO and other International Agencies, which relate to the Ministry.

Other:

- Assists with the editing of reports and other documents;
- Assists in organizing events;
- Participates in internal and external cross functional teams to achieve the Ministry's objectives;
- Performs any other related duties that may be assigned from time to time by the Permanent Secretary.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent report writing skills;
- Good planning and organizing skills;
- Excellent time management skills;
- Proficient in the use of relevant statistical computer applications;
- Good interpersonal and organizational skills.

Minimum Required Qualification and Experience

- BSc. Degree in International Relations or a related field in Social Sciences;
- B.A. or Law Degree;
- Two (2) years' work experience.

2. Administrative Assistant (GMG/SEG 1)

Job Purpose

The Administrative Assistant is responsible for the efficient management of the filing and administrative processes of the Executive Suite.

Key Responsibilities

Management/Administrative:

- Creates and maintains an updated filing system;
- Prepares and circulates weekly schedule for the Permanent Secretary;
- Keeps a record of all deadlines and important matters, bringing them to the attention of the Permanent Secretary, as well as interfacing with officers and Departments concerned to ensure that deadlines and important matters are completed;
- Co-ordinates and facilitates the flow and distribution of information between the Permanent Secretary's Office and other Divisions within the Ministry of Labour and Social Security and external Agencies;
- Liaises with Directors and Programme Managers in order to follow up on matters, as well as to get information for various purposes;
- Responds to correspondence, as requested, by the Permanent Secretary;
- Assists in co-ordinating meetings, workshops, seminars, conferences and other fora;
- Attends meetings involving the Permanent Secretary and records Minutes;
- Assists in preparing reports as directed by the Director, International Labour Agencies and Information;
- Conducts research, as required;
- Types, monitors and/or directs telephone calls.

Technical/Professional:

- Conducts research using existing literature or data to assist the Director, International Labour Agencies and Information, in making recommendations to the Permanent Secretary and other stakeholders;
- Participates in and co-ordinates meetings and following up on critical issues emerging from these meetings;
- Maintains critical files;
- Assists in co-ordinating meetings to include internal meetings as well as those with various local stakeholders;
- Composes correspondence independently, from notes or from oral instructions;
- Assists with the preparation of PowerPoint and other presentations;
- Performs any other related duties that may be assigned from time to time by the Permanent Secretary and the Director International Labour Agencies and Information.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Ability to work on own initiative and with minimal supervision;
- Ability to work with a team in a dynamic environment;
- Highly developed inter-personal skills;
- Excellent analytical skills;
- Excellent problem-solving skills;
- Excellent presentation and reporting skills;
- Proficiency with MS Excel, Word, PowerPoint.

Minimum Required Qualification and Experience

- Bachelor Degree in Administration or Equivalent;
- Three (3) years working experience in an administrative capacity.

OR

- Any equivalent combination of education and experience.

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours;
- Can be a high stressed environment;
- Prolong use of the computer.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22nd October, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**