



## Office of the Services Commissions

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### **CIRCULAR No. 471** **OSC Ref. C. 4858<sup>51</sup>**

27<sup>th</sup> November, 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 Assistant (GMG/AM 2) - Not Vacant** in the **Corporate Services Division/Customer Service Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$1,711,060 – \$2,301,186 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Customer Service, the Administrative Assistant is responsible for providing administrative support for the efficient day-to day operations of the office of the Director.

#### **Key Responsibilities**

##### ***Managerial/Administrative***

- Produces follow-up action sheet for Director produced and provides reminders;
- Prepares and circulates Minutes of meetings and notices of meetings;
- Maintains a register of Attendance for staff and meetings;
- Maintains management information system in respect of queries, staff attendance, leave and itineraries of travelling officers;
- Initiates and monitors responses to queries and other requests from the public;
- Manages secretarial tasks;
- Arranges conferences, seminars and workshops;
- Schedules and maintains diary of appointments for Director;
- Serves as recording secretary at meetings;
- Ensures the timely preparation and circulation of notices, minutes and other requisite documentation required for meetings, as advised by the Director;
- Prepares, in consultation with Director, action list arising from meetings; establishes tracking system for monitoring follow-up action;
- Follows up with procurement with respect to the progress of requisitions;
- Prepares vacation leave roster and maintains record of all leave taken by staff;
- Receives the travel plans weekly and maintains an itinerary of all travelling officers in the Branch;
- Screens and redirects incoming telephone calls to the Director and/or records messages as necessary;
- Oversees the logistical arrangements for the successful staging of conferences, seminars and workshops organized by the Branch;
- Maintains a catalogue of all official technical reports and other documents published by the Branch and initiates action on requests for information, by referral to the Director and redirecting as advised;
- Maintains a library of externally sourced technical publications related to the work of the Branch;
- Maintains and upgrades filing system for all records of the Customer Service Branch activities;
- Maintains records of all incoming calls and outgoing long distance calls and screens telephone bills, submitting to respective officers for payment for personals calls prior to payment approval by Director;
- Manages and maintains an inventory of stationery;
- Maintains inventory of office furniture and equipment, and initiates action for repairs when necessary;
- Assists Director in the preparation of the Annual Budget and Corporate Plan by preparing details of projected expenditure on supplies and materials;
- Undertakes background research on various topics and drafts reports for perusal by the Director;
- Reads and analyses incoming memoranda, submissions and reports and determines their significance and plan their distribution;

- Pre-checks claims for travel and subsistence payments, prepares cheques requisitions for the verification/authorization of the CEO;
- Prepares requisition for the procurement of supplies and services for signatures of CEO;
- Contributes to and maintains a system that fosters a culture of teamwork, cohesiveness and commitment to the Branch's and Ministry's goals;
- Performs any other related duties that may be assigned from time to time by the Director.

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

#### ***Core:***

- Excellent oral and written communication skills
- Good problem solving and conflict management skills
- Excellent analytical skills
- Good interpersonal skills
- Strong customer relations skills
- Strong leadership skills
- Good time management skills
- Team player
- Initiative
- Integrity
- Compliance

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

- Proficiency in the use of word processing, database management, spreadsheet and graphics software applications
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures

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

- Four (4) CXC/GCE O'Level subjects including Mathematics and English Language
- Seven (7) years' experience at progressively senior secretarial or administrative positions
- Certificate in Administrative Management - Level 2 from the Management Institute for National Development (MIND)
- Certification of proficiency in the relevant computer software applications is an asset

Applications accompanied by résumés should be submitted **no later than Tuesday, 10<sup>th</sup> December, 2024 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6**

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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**