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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 following **vacant** posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 3) (Band 9) - Human Resource Management and Development Division**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Public Relations Officer (MCG/IE 3) (Band 7) - Public Relations and Corporate Communications Division**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Executive Secretary 2 (OPS/SS 5) (Band 6) - Executive Office**, salary range \$2,803,771 - \$3,770,761 per annum.
4. **Administrative Assistant (GMG/AM 4) (Band 6) - Legal Services Division**, salary range \$2,803,771 - \$3,770,761 per annum.
5. **Administrative Assistant (GMG/AM 3) (Band 5) - Public Relations and Corporate Communications Division**, salary range \$2,190,302 – \$2,945,712 per annum.
6. **Administrator (GMG/AM 3) (Band 5) - Cultural and Creative Industries Policy Development and Monitoring Branch**, salary range \$2,190,302 – \$2,945,712 per annum.
7. **User Support Officer (MIS/IT 3) (Band 5) - Corporate and Liaison Services Division**, salary range \$2,190,302 – \$2,945,712 per annum.
8. **Public Procurement Administrator (GMG/AM 2) (Band 4) Corporate and Liaison Services Division**, salary range \$1,711,060 – \$2,301,186 per annum.
9. **Driver (LMO/DR 1) - Corporate and Liaison Services Division**, salary range \$22,720 – \$30,556 per week.
10. **Rider/Messenger (LMO/DR 1) - Corporate and Liaison Services Division**, salary range \$22,720 – \$30,556 per week.

1. **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 3)**

Job Purpose

Under the general direction of the Director, Human Resource Management and Development, the Director, Employee Relations, Occupational Health and Safety is responsible for developing and implementing employee relations, occupational health and safety policies and welfare strategies, which are designed to motivate staff to meet the Ministry's strategic needs. The Director is also responsible for the management of discipline and grievance and is required to foster and promote a harmonious industrial relations climate, while enabling employees to be productive, healthy and safe.

Key Responsibilities

Management/Administration:

- Participates in the preparation and monitoring of the Division's Operational Plan and Budget, ensuring that the work of the Division is carried out according to agreed plans and targets;
- Participates in the development/review and implementation of Human Resource Policies/Plans;

- Develops an Employee Welfare Plan and Budget for the Ministry;
- Advises, guides and interprets on and of Government policies and guidelines available to the Ministry and its Agencies;
- Leads and directs the operations and staff of the Employee Relations and Welfare Section, developing appropriate work programmes/projects/meeting to achieve the objectives of the HRMD Division;
- Provides support for all Human Resource policies and programmes within the Ministry by participating in formal and informal training programmes, particularly for delegated functions;
- Prepares and submits reports, position papers and other documents, as required;
- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora as required.

Technical/Professional:

- Provides advice to the Permanent Secretary and other Senior Directors through the Director, Human Resource Management and Development, on industrial relations, benefits, pensions and staff welfare issues; and provides direction in the revision of employee welfare programmes;
- Develops and co-ordinates the implementation of the disciplinary policy;
- Administers and monitors compliance of the disciplinary policy;
- Co-ordinates the establishment of a Disciplinary Committee;
- Develops and co-ordinates the implementation of the Code of Conduct/Dress Code; administers and monitors compliance of the Code of Conduct/Dress Code;
- Manages the grievance and disciplinary processes of the Ministry, ensuring consistency and fairness; facilitates the effective management of conflict by promoting the balancing of diverse interests and abilities of employees with the needs and goals of the organization;
- Develops Occupational Health, Safety and Wellbeing policies for the Ministry and promotes positive attitudes towards employee health, safety and wellbeing at work;
- Recommends strategies which will promote a healthy and proactive employee relations climate;
- Develops and maintains an employee relations strategy that will foster and enhance co-operation, unity and fairness within the Ministry;
- Designs and implements systems and procedures, as required, to deal with employee related issues;
- Co-ordinates the establishment of a Welfare Committee and monitors all staff welfare programmes.
- Identifies factors that may affect staff wellbeing and productivity and devises ways to mitigate same;
- Reviews current policies, practices and cultural attitudes to promote a harmonious working environment;
- Provides guidance and advice, as required by managers and staff, about the disciplinary processes, procedures and policies;
- Manages the maintenance of Period of Service Records;
- Manages the pension administration processes and the maintenance of the Public Employees' Pension Administration System (PEPAS);
- Prepares submissions to the Human Resource Executive Committee (HREC);
- Develops and implements a programme for staff separated or likely to be separated as a result of retirement and the Government of Jamaica (GoJ) modernisation programme;
- Investigates matters affecting staff and makes recommendations in relation to the following:-
 - ✓ Employee Relation
 - ✓ Health and Safety
 - ✓ Welfare and Wellbeing
- Co-ordinates, in collaboration with the Human Resource Development Unit, sensitization sessions to inform staff about health and good practices at the workplace;
- Offers information and provides counselling support to staff;
- Liaises with the Public Sector Employee Assistance Programme and other relevant bodies and makes referrals;
- Keeps abreast of current and emerging employee relations trends and best practices and utilizes them for continuous improvement of the overall human capital development within the Ministry.

Human Resource Management:

- Develops and manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance;

- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement, when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the Branch, and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings, as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management and Development Division in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies in the Division and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts performance appraisals of staff supervised for required purposes and at required intervals;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good analytical skills;
- Teamwork and co-operation;
- Ability to use own initiative;
- Good planning and organizing skills;
- Integrity;
- Good interpersonal skills.

Technical:

- Excellent knowledge of the Labour Laws of Jamaica, the Public Service Regulations, Staff Orders for the Public Service, Delegations of Functions and other Government of Jamaica policies and procedures;
- Good mediation/negotiations/conflict resolution skills;
- Good customer and quality focus;
- Proficiency in use the of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resource Management, Business Administration, Management Studies or its equivalent from a recognised tertiary institution;
- Training in Industrial Relations and Conflict Management;
- Training in Occupational Health and Wellbeing;
- Training in Events Management/Planning;
- Training in Supervisory Management/Human Resource Management;
- Five (5) years' experience in Human Resource Management, preferably within the Public Sector.

2. Public Relations Officer (MCG/IE 3)

Job Purpose

Under the direction of the Director, Public Relations and Corporate Communications, the Public Relations Officer provides administrative and communication services to assist in ensuring media coverage and exposure for the activities and programmes of the Ministry, its Departments and Agencies; as well as the dissemination of timely information to stakeholders and the general public, particularly through new media platforms.

Key Responsibilities

- Assists in providing full media coverage for the Ministry;
- Assists in organizing media interviews for the Honourable Minister and Permanent Secretary of the Ministry;
- Assists with arrangements for Press Conferences/Briefings and Official Signing Ceremonies;
- Assists with the research and drafting of speeches, press releases and statements;
- Maintains copies of all speeches, statements and press releases to facilitate the media and the Ministry and the general public;
- Establishes and maintains liaison with the Jamaica Information Service in respect of the Ministry's media coverage;
- Arranges meetings with the media and other groups, as directed;
- Assists in the planning and implementation of the Ministry's communications and public relations programmes;
- Monitors all print, electronic and new media (including websites, Facebook, Twitter, YouTube, Instagram) for matters relating to the Ministry, its Departments and Agencies, and brings pertinent issues to the attention of Director, Public Relations and Corporate Communications and keeps proper records/clippings of such reports;
- Designs and places advertisements in the media or any other outlet, as directed;
- Assists in editing of publications;
- Secures and dispatches official documents and information on the Ministry, as required;
- Provides support in designing business cards, letterheads, other presentations and photo services;
- Establishes and updates Ministry's presence on all new media platforms, including Website, Facebook, Twitter, YouTube, Instagram;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good teamwork and co-operation;
- Ability to use own initiative;
- Integrity;
- Adaptability;
- Good interpersonal skills;
- Managing External Relationships.

Functional/Technical:

- In-depth knowledge of mass communication techniques;
- Excellent skills and experience in new media;
- Good customer and quality focus;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- An Undergraduate Degree in Mass Communications or its equivalent from an accredited institution;
- Two (2) years' experience in Public Relations and Corporate Communications.

OR

- Diploma in Mass Communications/Journalism from an accredited institution;
- Four (4) years' experience in Corporate Communications, Public Relations, Advertising or the Media.

3. Executive Secretary 2 (OPS/SS 5)

Job Purpose

Under the direct supervision of the Permanent Secretary, the Executive Secretary provides efficient and effective secretarial and administrative support with respect to the smooth operations and optimum output of the Executive Office.

Key Responsibilities

Processing Correspondence/Documents/Information:

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence, as directed;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Researches and compiles information, as requested;
- Arranges for the printing, photocopying, binding, dispatching, etc. of documents produced.

Meetings and Functions

- Organises meetings hosted by the Executive Office;
- Prepares agendas for meetings and organises relevant information and documents;
- Takes Minutes at meetings, reproduces and distributes in accordance with established guidelines.

Schedules and Appointments:

- Maintains schedules of routine and special appointments for the Executive Office, advising of matters requiring prompt attention;
- Makes travel arrangements and prepares itinerary for local and overseas business trips;
- Receives and makes telephone calls on behalf of the Permanent Secretary;
- Receives/hosts visitors to the Executive Office.

Filing:

- Maintains effective filing system that allows security and speedy retrieval of documents/information in accordance with established standards;
- Records all mails received.

Other :

- Maintains adequate supply of stationery and other office supplies for the Executive Office;
- Undertakes assignment specific to the Executive Office, as directed;
- Assists in preparation and collection of standard reports;
- Identifies and resolves minor problems and situations that affect the effective flow of work in the Executive Office;
- Maintains a high level of confidentiality;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Teamwork and co-operation;
- Ability to use own initiative;
- Integrity;
- Good interpersonal skills;
- Managing external relationships.

Functional/Technical:

- Excellent Customer and Quality Focus;
- Sound knowledge of general office procedures and practices;
- Good research and information gathering skills;
- Sound knowledge in technical/administrative functions;
- Sound knowledge of Government of Jamaica (GoJ) policies and procedures;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus seven (7) years' general office experience.

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus seven (7) years' general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

4. Administrative Assistant (GMG/AM 4)

Job Purpose

Under the direct supervision of the Senior Assistant Attorney General, the Administrative Assistant provides administrative, secretarial and paralegal support by co-ordinating the activities of the office, managing the Senior Assistant Attorney General's calendar, drafts reports and legal documents such as Briefs. The incumbent will serve as liaison between the Legal Service Unit (LSU) and undertakes research on routine legal matters; ensures a proper records database is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry, its Division and Agencies.

Key Responsibilities

Administrative Support:

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops individual Work Plans based on alignment to LSU's Plan;
- Participates in meetings, seminars, workshops and conferences as required; prepares reports and projects documents, as required;
- Demonstrates professionalism, credibility, and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies, procedures, practices and protocols to be able to respond appropriately to enquires, requests or issues.

Technical Support:

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant Attorney General;
- Prepares audio visual presentations, Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences and interviews, as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant Attorney General and other stakeholders, as directed;
- Composes and prepares correspondence, memoranda, agendas and other documents that are often times confidential;
- Produces and distributes Action Sheets, Notes/Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the LSU's Budget, Corporate and Operational Plans, Individual Work Plans, performance appraisal reports, leave schedules and training needs analysis to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of cabinet submission; tracks the processing of these submissions;
- Ensures cabinet decisions are received and actioned, as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant AG to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a Liaison for smooth communication between the Senior Assistant AG and the responsible Deputy Solicitor General, internal divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other actions are taken as deemed appropriate;
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follows-up as appropriate;

- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSU to ensure that matters are settled in accordance with service standards;
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;

Paralegal:

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of Law, as directed;
- Researches and gathers data inclusive of statutes, legal articles and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organising meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors law volumes to ensure that law library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established records management principles to ensure expeditious retrieval of files;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Teamwork and co-operation;
- Ability to use own initiative;
- Good planning and organizing skills;
- Integrity;
- Good interpersonal skills;
- Managing external relationships.

Functional/Technical:

- Working knowledge of the format of Cabinet Submission and the approval process;
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Unit;
- Sound knowledge of general office procedures and practices;
- Good research and information gathering skills;
- Sound knowledge in technical/administrative functions;
- Knowledge of GoJ Policies and Procedures;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management or Business Administration or related Social Science;
- Paralegal qualification OR Training;
- Three (3) years' experience in a related field.

5. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the general supervision of the Director, Public Relations and Corporate Communications, the Administrative Assistant is required to assist in the delivery of efficient and effective administrative and general office procedure services to the Public Relations and Corporate Communications Division.

Key Responsibilities

- Assists in supporting the requirements of the approved budget for the Division, ensuring that all expenditure are documented and accounted for according to GoJ guidelines;
- Prepares all internal and external commitments relating to the Division's expenditure, in collaboration with the Finance and Accounts Unit of the Ministry;
- Schedules and prioritises the engagements and appointments for the Director and advises of matters requiring prompt attention;
- Schedules and co-ordinates internal and external meetings on behalf of the Director;
- Maintains an effective system that allows security and speedy retrieval of documents/information, in accordance with established standards, and records all mail received;
- Assists with research in the preparation of reports, brief and speeches for the Director's review and Operational and Work Plans, as well as Quarterly/Monthly Status Reports on the work of the Division;
- Processes assigned correspondence and provides feedback to the Director, as required;
- Arranges for the printing, photocopying, binding, dispatching, etc. of documents produced from the Director's desk;
- Organizes meetings hosted by the Director, to include Staff Meetings and all other relevant meetings, to include Heads of Divisions/Branches, Heads of Agencies Meetings and prepares Minutes, reproduces and distributes in accordance with established guidelines;
- Sorts and distributes correspondence (print and electronic), and assists with the follow-up on special requests made of the Director;
- Co-ordinates activities for a variety of meetings, attends meetings, takes Minutes and prepares and circulates Minutes, as required;
- Attends meetings with the Director, upon request, takes notes/Minutes, as required;
- Assists the Director with Ad hoc reports and quarterly reviews, as instructed;
- Interfaces with the staff of the Ministry, Agencies and other stakeholders, and responds to problems/concerns and issues that need the Director's attention;
- Responds to official enquires about the work of the Division and, where necessary, refers these enquiries to the appropriate officers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Flexibility and adaptability;
- Good interpersonal skills;
- Good teamwork and co-operation;
- Integrity;
- Ability to use own initiative.

Functional/Technical:

- Excellent knowledge in office procedure;
- Excellent customer and quality focus;
- Good research and analysis skills;
- Able to work well with creative people and diverse groups;
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- An Undergraduate Degree in Social Sciences such as Management Studies, Business Administration or its equivalent from a recognized tertiary institution;

- Two (2) years related work experience.

6. Administrator (GMG/AM 3)

Job Purpose

Under the general supervision of the Principal Director, Culture and Creative Industries, Policy Development and Monitoring Branch, the Administrator provides support in the implementation and co-ordination of planned activities and cultural exchange programmes to meet the objectives of the Branch.

Key Responsibilities

- Assists in the implementation of the planned activities and co-ordinates the cultural exchange programme in the schools by:
 - ✓ Liaising with the relevant school personnel to make the necessary arrangements to facilitate the preparation;
 - ✓ Participating in the planning of the programmes and the visiting of the schools;
 - ✓ Ensuring that information in respect of the programmes are communicated effectively to the relevant personnel;
 - ✓ Attending meetings to promote the cultural programmes;
 - ✓ Maintaining records of the activities conducted during the programmes;
 - ✓ Ensuring that the relevant reports are prepared at the end of each programme.
- Provides support to the Principal Director in the preparation of special workshops, seminars and other activities at the community level by:
 - ✓ Establishing and implementing the methods periodically to improve workflow;
 - ✓ Conducting research on cultural activities;
 - ✓ Collating information on the status of venue and artistic groups to ensure that the mandate is fulfilled;
- Prepares information for dissemination on cultural exchanges and activities to the wider public and conduct assessment reports;
- Assists with the establishment of cultural data bank to include information on persons involved in all areas of the Creative Industries;
- Prepares reports and makes recommendations for solution to administrative problems;
- Conducts research and compiles data for easy retrieval by the staff in the Division;
- Provides administrative support to the Division as part of the process to ensure efficient and effective record keeping;
- Attends meetings and other programmes, as instructed, and prepares reports for submission to Principal Director;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Good interpersonal skills;
- Excellent customer and quality focus;
- Teamwork and co-operation;
- Integrity.

Functional/Technical:

- Knowledge of the national policy priorities of the Culture portfolio;
- Good research and analysis skills;
- Able to work well with creative people and diverse groups;
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- An Undergraduate Degree in the Social Sciences such as Management Studies, Business Administration or its equivalent from a recognized tertiary institution;
- Two (2) years related work experience.

7. User Support Officer (MIS/IT 3)

Job Purpose

Under the direct supervision of the Director, Information, Communications Technology, the User Support Officer supports the day-to-day operations of the Ministry. This includes systems implementation, security and recoverability of the Ministry's computer network and server systems to facilitate efficiency and productivity within the Ministry.

Key Responsibilities

Management/Administrative:

- Participates in the development and implementation of programmes for the ICT Unit's Work Plan and Budget;
- Supports and participates in the development of training programmes for staff and the use of new equipment and productivity tools;
- Prepares and submits reports and other documents, as required;
- Represents the Ministry/Division/Unit at meetings, conferences and other forum, as required.

Technical/Professional:

- Keeps abreast of trends and developments in information technology and recommends their adoption/application, where appropriate, to increase the effectiveness and productivity of the Division;
- Assists in devising measures (e.g. backup, system redundancy, anti-virus prevention, disaster recovery) which will minimize exposure to potential threats and reduce recovery time;
- Assists in installing and configuring computers;
- Assists in diagnosing hardware and software problems and makes recommendation for replacing defective components;
- Assists in the installation of database application on work stations relative to accessing data stored in respective database;
- Assists in the setting-up of new users;
- Responds to clients/users within agreed timeframe;
- Backs up files periodically;
- Contributes to and maintains systems standards;
- Participates in setting up of audio-visual equipment for training programmes, interviews, meetings, functions etc;
- Provides advice and technical support to system users;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Good teamwork and co-operation;
- Excellent customer and quality focus;
- Ability to use own initiative;
- Integrity;
- Good interpersonal skills.

Functional/Technical:

- Sound knowledge of relevant computer applications and systems;
- Sound knowledge of client/server network protocols and internet/intranet applications;
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Associate Degree in Computer Studies or related field from an accredited tertiary institution;
- Three (3) years working experience in the IT field.

8. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director, Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the Branch by:
 - ✓ Preparing reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC;
 - ✓ Assisting with the preparation of monthly report for submission;
- Maintains records in accordance to the FAA Act, etc. by:
 - ✓ Organizing and maintaining filing system;
 - ✓ Maintaining correspondence loggings system;
- Disseminates, in a timely manner, all incoming and outgoing correspondences;
- Co-ordinates meetings by:
 - ✓ Arranging Department and Procurement Committee meetings ;
 - ✓ Disseminating relevant documents for meetings;
 - ✓ Recording and generating accurate and timely Minutes for meetings;
- Makes travel arrangements for the Branch's officers;
- Organizes all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channeled through the proper system before typing the purchase orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. Prices, quotations, necessary signatures are affixed. If necessary, return to originating department of Purchase Requisition for authorized signature or other information required.
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Assists to expediting movement of purchase orders from the Ministry to the suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing purchase requisitions correctly;
- Maintains proper records management for purchase requisitions, Purchase Orders and C.O.D. letters;
- Prepares purchasing document for dispatch to suppliers, stamps, records and sends Purchase Order requiring GCT exemption to GCT office;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D. letters and uniform allowance letters, makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertains re-preparation of cheques and returns the appropriate documents to the Accounts department when the goods are supplied or the services are provided;
- Answers the telephones and screens calls and directs callers to the appropriate person or uses initiative to assist callers, where possible;
- Attends to the suppliers when they come to collect orders or make inquiries re-orders and orders that are not collected or dispatched by messenger or the post.
- Assists with taking information from shipping agents, receiving shipping documents from courier services and delivering them to the Custom Broker;
- Receives cheque from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers or makes contact with the persons requesting the information, as to the means by which suppliers are to get orders and cheques;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Ability to use own initiative;
- Good problem-solving and decision-making skills;
- Integrity;
- Teamwork and co-operation;
- Good interpersonal skills.

Functional/Technical:

- Good knowledge of the Government Public Procurement Act 2015 and Regulations;
- Good knowledge of the Finance, Administration and Audit (FAA) Act;
- Good knowledge of Procurement Guidelines;
- Ability to research and evaluate technical proposals and recommend contracts for award;
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- One (1) year working experience in the related field.

9. Driver (LMO/DR 1)**Job Purpose**

Under the supervision of the Transport Manager, the Driver delivers and collects mail/documents and other items within the corporate/rural area, transports staff to designated work assignments and provides general support to the Corporate Services Division and the Ministry in General.

Key Responsibilities

- Prioritizes on a daily basis the delivery of all mails received from the Registry and/or Office and logs according to established policies and procedures;
- Transports and delivers mails, documents and reports, as requested, in a timely manner and ensures that they are appropriately signed for on delivery;
- Logs all mails returned to the Ministry at the end of day and records any challenges which affected the process;
- Documents, reports and updates records and Log Books on a daily basis in order to accurately account for petrol usage, oil usage and miles recorded;
- Transports employees of the Ministry to and from official duties as directed, in accordance with pre-determined schedules and in a professional manner;
- Reports to base on completion of each assignment;
- Parks motor vehicle on the compound when not on any assignment and ensures that vehicle does not leave the compound without proper authorization;
- Keeps vehicle on the compound when not in use and hands over the key to supervisor as directed;
- Maintains safety of the vehicle at all times when not in use, ensures vehicle is securely locked and left on the Ministry's Compound, as directed, by your supervisor;
- Submits reports, in case of accident, to Transport Manager and the Police;
- Maintains the vehicle in a road-worthy condition prior to use and accept responsibility to report any damage or mechanical malfunctions that exist;
- Collaborates with Supervisor in ensuring that the vehicle is examined annually and licensed in accordance with the law;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies***Core:***

- Good oral and written communication skills;
- Good planning and organizing skills;
- Flexibility and adaptability;
- Teamwork and co-operation;
- Ability to use own initiative;
- Excellent customer and quality focus;
- Maintains a high level of Integrity;
- Good interpersonal skills.

Functional/Technical:

- Good knowledge of the Ministry's roles and responsibilities;
- Sound knowledge of the GoJ Road Traffic Act and policies and procedures in operating a Government vehicle.

Minimum Required Qualification and Experience

- Completed Secondary School Education;
- Literate and numerate with certificate (grade ten level);
- Open general Driver's License with PPV;
- Passed required test for operating/driving government vehicle;
- Five (5) years driving; last two (2) years driving accident free.

Special Conditions Associated with The Job

- Requires frequent driving;
- Extended working hours are expected, this may include working on weekends and holidays.

10. Rider/Messenger (LMO/DR 1)

Job Purpose

Under the supervision of the Transport Manager, the Rider/Messenger is responsible for delivering and collecting mail and other items within the Corporate Area and provides general ancillary support to the Corporate and Liaison Services Division and the Ministry in General.

Key Responsibilities

Mail delivery:

- Sorts and records mails to be delivered;
- Delivers mails and other items and ensures that they are signed for on delivery;
- Collects mail and other small items and carries out errands for the Ministry, as required.

Ancillary:

- Assists with preparations for special events and functions, as required;
- Assists with the movement/relocation of records and equipment, as required;
- Assists with the movement and storage of office supplies and stationery, as required;
- Operates the photocopy machine, as required;
- Assists with replenishing the water coolers, when necessary;
- Undertakes minor repairs to the motorbike and ensures it is properly maintained;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good planning and organizing skills;
- Integrity;
- Confidentiality ;
- Compliance;
- Teamwork and co-operation;
- Good interpersonal skills.

Technical:

- Sound knowledge of the GoJ Road Code and policies and procedures in operating a Government vehicle;
- Customer and quality focus.

Minimum Required Qualification and Experience

- Completed Secondary School Education;
- Literate and numerate with certificate (grade ten level);
- Open general driver's license with PPV;
- Passed required test for operating/driving government vehicle;
- Five (5) years riding; last two (2) years accident-free riding.

Special Conditions Associated with the Job

- Working environment involves:
 - ✓ Lifting and moving of objects;
 - ✓ Exposure to hazardous chemicals (gas oil, etc);
- Maybe required to work outside of normal working hours.

Applications accompanied by résumés should be submitted **no later than Monday, 9th December, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: careeropportunities@mcges.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**