



Office of the Services Commissions

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CIRCULAR No. 492 **OSC Ref. C. 6593⁴**

6th December, 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 4) (Not Vacant)** in the **Ministry of Tourism**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

Under the general supervision of the Senior Assistant Attorney General, the Administrative Assistant provides administrative support, paralegal and secretarial services that enhance the operations of the Legal Service Unit (LSU) in general.

Key Responsibilities

Technical/Professional:

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews, as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes 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's and internal Divisions of the Ministry, in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Legal Services Unit 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;
- 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 enquiries, requests or issues.

Paralegal Duties

- 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 organizing 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.

Management/Administrative

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the LSU's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Performs all other related duties and functions as may be required from time to time.

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

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organising skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of cabinet submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the unit
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Knowledge of the English Legal System, including Commercial Law, Public Law and Civil Proceedings.
- Good knowledge of drafting legal documents
- Good knowledge of legal research and methods
- Knowledge of online legal research tools
- Working knowledge of GOJ operations and of public sector issues.

Minimum Required Qualification and Experience

- Bachelor's degree in administrative management or business administration or related Social Science.
- Paralegal qualification OR training.
- Minimum three (3) years' experience in a related field

Special Conditions Associated with the Job

The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Thursday, 19th December, 2024 to:**

**Director, Human Resource Management & Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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**