



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 18 **OSC Ref. C.4468⁸**

15th January, 2025

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 **Legal Division, Attorney-General's Chambers**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

Under the general supervision of the Director, Human Resource Management, the Administrative Assistant provides administrative, paralegal and secretarial services to the Deputy Solicitor-General (DSG), that enhance the DSG's office and the operations of the Division in general. The Administrative Assistant coordinates the activities of the office, organizes meetings, and manages/monitors the DSG's calendar, drafts reports and other documentation; undertakes research on routine legal matters and drafts Briefs; ensures proper records management system is maintained and access to online law research facility is available to allow for the efficient operation of the Division.

Key Responsibilities

Technical/Professional:

- Manages the calendar of schedules and appointments on behalf of the DSG;
- 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 DSG 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;
- Ensures visitors and incoming calls to the DSG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;
- Works closely with the DSG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the DSG; and routes correspondence and documents, as appropriate to allow for the efficient operation of the Division;
- Conducts on-line and off-line research on routine matters at the request of the DSG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Division, to ensure that matters are settled in accordance with service standards;
- 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 Division's operations, working knowledge of the policies, procedures, practices and protocols to be able to respond appropriately to enquiries, requests or issues;
- Performs any other duties.

Paralegal Duties

- Assists in the preparation of legal documents, under the guidance of the DSG;
- 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

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and teamwork skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organising skills
- Excellent judgment and initiative
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification and a minimum of one (1) years' related work experience
- OR**
- Diploma in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification and a minimum of three (3) years' related work experience;

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th January, 2025 to:**

**Director, Human Resource Management and Administration
Attorney General's Chambers
13 Hillcrest Avenue
Kingston 6**

Email: hrm@agc.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**