



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 84

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24th February, 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 fill the **vacant** post of **Administrative Assistant (GMG/AM 2) - (3 positions)** in the **National Library of Jamaica**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the supervision of the Director, the Administrative Assistant is required to organise, monitor and execute administrative duties/functions to ensure the smooth operations and optimum output of the Division and/or Branch.

Key Responsibilities

Professional/Technical:

- Types, formats, edits, revises, proofreads and processes a variety of documents and forms, including general correspondence, notices, reports, applications, memos, agreements, statistical charts and other documents, from draft or verbal;
- Composes routine correspondence; copies, disseminates and post documents and information, as directed;
- Initiates and monitors responses to queries and other requests within scope of responsibility from internal and external customers;
- Assists with co-ordinating the submission of budget information for the Branch/Division;
- Assists with the compilation of monthly, quarterly and annual reports and periodic statistical reports;
- Assists in the preparation of the Operational and Strategic Plans, as well as Unit and Individual Work Plans for signing and submission;
- Updates and maintains databases in a timely manner;
- Provides support for meetings by;
 - ✓ Making arrangements for venue/meeting room and refreshments, projector, etc.
 - ✓ Recording and generating accurate and timely Minutes of meetings
 - ✓ Produces and distributes action sheet, agenda and reports for meetings
 - ✓ Preparing and compiling documents for review/circulation
 - ✓ Ensuring the circulation of Minutes prior to meetings
 - ✓ Monitors the schedule for secretarial support and devotion for staff meetings
- Develops and monitors calendar and diary for meetings, assignments and events for Director/Manager or Branch;
- Organizes and maintains an effective system that allows security and speedy retrieval of documents/information, in accordance with established standards, and records all incoming and outgoing mails;
- Maintains an appropriate system to control and safeguard confidential documents, files and reports;
- Researches files and consults officers, as directed, to procure information needed for replies to correspondence and other requests;
- Maintains and supports an effective records management system, to include document control procedures for the Division/Branch;
- Maintain absence and leave record for the Branch/Division;
- Receives and appropriately routes phone calls, records messages and makes contact with internal/external personnel to obtain or impart information, within scope of authority;
- Ensures that urgent matters are re-routed for immediate attention, in the absence of the Director;
- Produces follow-up action for Directors and Managers, and provides timely reminders;
- Assists with the planning of staff activities and other NLJ events, as directed;
- Photocopies and collates documents, as required;
- Prepares and maintains adequate supply of official forms/documents and stationery for the Division/Branch;

- Provides administrative support for Board of Management Committee Meetings, as assigned;
- Maintains a relief telephone operator register/schedule for the switchboard;
- Provides relief support for the switchboard, as assigned;
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility;
- Prepares report, as directed;
- 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
- Teamwork and co-operation
- Customer and quality focus
- Good planning and organizing skills
- Ability to use own initiative
- Integrity and confidentiality
- Good interpersonal skills

Technical:

- Administrative management skills
- Compliance
- Knowledge of Records management
- Data management
- Information Communication Technology skills

Minimum Required Qualification and Experience

- Diploma in Administrative Management, Business Administration or Management Studies from a recognized tertiary institution, with passes in five (5) CSEC or equivalent subjects including English Language;
- Two (2) years' related experience working in an administrative capacity or related environment;
- Proficiency in the relevant computer software applications.

Special Condition Associated with the Job

- May be required to work outside of normal working hours from time to time to include weekends.

Applications accompanied by résumés should be submitted **no later than Monday, 10th March, 2025 to:**

**Director, Human Resource Management and Administration
National Library of Jamaica
12 East Street
Kingston**

E-mail: nljhrm@nlj.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**