



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 94 **OSC Ref. C.4858⁵¹**

28th 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 be assigned to the post of **Administrative Assistant (GMG/AM 3) – (Vacant)** in the **Policy Planning & Project Management Directorate, Ministry of Agriculture, Fisheries and Mining**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the direction of the Senior Director, Agricultural Policy Development & Evaluation, the Administrative Assistant is responsible for the provision of administrative support for the Section and liaises with other Divisions, Branches, and external agencies on behalf of the Senior Director. The incumbent is also required to maintain a proper filing system to facilitate easy access and security of files, thus ensuring the smooth operation of the Section. Additionally, the incumbent provides support for the preparation of the Division's plans and reports, as well as for meetings and events planning.

Key Responsibilities

- Receives, reads and screens incoming correspondence and reports; makes preliminary assessment of material and follows-up to ensure that action is completed;
- Accesses and sends e-mails via the internet;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs a range of administrative duties including preparing invoices, estimates, coordinating meetings, etc.;
- Receives and screens visitors prior to audience with the Senior Director;
- Manages the Senior Director's appointment diary including liaising with internal and external personnel as necessary;
- Responds to requests, inquiries and complaints from organizations and the general public, refers persons to the relevant officers and follows through on the resolution of issues;
- Produces documents and reports and transcribes minutes for circulation;
- Researches and collates documents for conferences and press briefings;
- Responds to routine correspondence;
- Monitors matters that have been passed to Officers' desks for action;
- Accompanies the Senior Director to meetings, seminars, and conferences, takes notes, and records minutes, as required;
- Arranges meetings, conferences, and other events as directed by the Senior Director by notifying participants, arranging accommodation, preparing agendas and material for presentation and information;
- Writes itineraries and arranges site visits;
- Prepares and processes documents; reviews for accuracy and completeness; updates information and makes the required changes;
- Proofreads and edits documents prepared for the Senior Director's signature;
- Ensures compliance within budgetary constraints;
- Keeps records of all deadlines to be met and important matters to be dealt with and interfaces with the relevant officers;
- Performs any other related duties which may be assigned by the Senior Director.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills.
- Good oral and written communication skills.
- Excellent customer and quality focus skills
- Good presentation skills.
- Good problem-solving and decision-making skills.
- strong planning and organizing skills

- Good analytical thinking,
- Excellent teamwork, and cooperation
- Ability to display a high level of integrity and professionalism.
- Initiative, confidentiality, and integrity

Technical:

- Good knowledge of general office administration and procedures.
- Good minutes and report writing skills.
- Ability to transcribe material in a clear, accurate and an acceptable manner.
- Good records and file management skills.
- Proficiency in the use of Microsoft applications.
- Sound knowledge of web-based research techniques.
- Good knowledge of the operations of the Government/ Ministry
- Proficiency in speed writing and typewriting would be an asset

Minimum Required Qualification and Experience

- Associate Degree or Diploma in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
- Four (4) years' experience in an administrative capacity.

Special Condition Associated with the Job

- May be required to travel with the Senior Director to meetings, conferences, and seminars Island wide.
- May be required to work on weekends and holidays.

Applications accompanied by résumés should be submitted **no later than Friday, 14th March, 2025 to:**

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

Email: 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**