



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 86 **OSC Ref. C. 6555¹⁸**

27th 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 Officer (GMG/AM 3)** in the **Hazardous Substances Regulatory Authority Division, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$2,190,302 - \$2,945,712 per annum

Job Purpose

Under the direct supervision of the Director General, the Administrative Officer is responsible for providing administrative/secretarial support to the office.

Key Responsibilities

Management/Administrative:

- Composes and reproduces letter, memoranda, Cabinet Notes/Submissions, certificates, gazette notices and reports from drafts;
- Responds to routine and other correspondence;
- Attends meetings to record Minutes and reproduces same for circulation;
- Attends and record Minutes of Board of Directors and Board Subcommittee meetings;
- Receives, opens, sorts and distributes incoming and outgoing mail;
- Files correspondence and other materials, and maintains a record of the movement of files;
- Establishes and maintains a system for control of confidential files;
- Photocopies documents;
- Maintains diary and schedules appointments and meetings;
- Receives and screens visitors, and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel, as requested;
- Collaborates with local stakeholders and partners to support organising and hosting meetings, workshops, seminars and conferences;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent customer service and customer relations skills
- Excellent problem-solving and decision-making skills
- Excellent time management, planning and organizational skills
- Excellent interpersonal skills
- Excellent teamwork and co-operation skills
- Punctuality
- Excellent integrity
- Good discipline
- Goals/results oriented
- Customer and quality focus

Functional/Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of web-based research techniques
- Computer Proficient
- Ability to analyse problems and generate solutions

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration or related area, with at least one (1) year secretarial or administrative experience.

OR

- Associate Degree in Business Administration with two (2) years' secretarial experience.

Special Condition Associated with the Job

- Participation in training (as a trainee or trainer) with possibility of no simultaneous reduction in workload.

Applications accompanied by résumés should be submitted **no later than Thursday, 13th March, 2025 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**