



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 174 **OSC Ref. C. 4860¹¹**

15th May, 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 Administrator 2 (GMG/AM 2) in the Overseas Employment and Migration Services (East Street), Ministry of Labour and Social Security**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

The incumbent will provide support to the Director, Overseas Employment and Migration Services and other members of staff, through assistance with the maintenance of an efficient Welfare Unit, by monitoring and addressing the needs of overseas workers who have been medically repatriated. This position also performs duties in the Secretariat and the Overseas Employment and Family Services Unit, as necessary.

Key Responsibilities

Technical/Professional:

- Prepares reports in relation to the status of sick and injured workers, as requested; Assists the Administrator 3 in the preparation of documentation on the situation of sick and injured workers;
- Liaises with officers at the Jamaica Central Labour Organization (JCLO) in the United States and the Jamaica Liaison Service (JLS) in Canada, on a regular basis, in relation to the medical status of workers, payments to medical services providers, and other matters relating to workers' welfare;
- Liaises with medical services providers regarding the scheduling of appointments for workers, the preparation of reports on workers status and payments due for services provided;
- Provides general administrative support to the Administrator 3, in respect to the provision of welfare services to the participants in the Overseas Employment programme;
- Maintains an efficient filing system to ensure that the records of all sick and injured workers are kept updated;
- Retrieves grell cards from the Registry, in order to obtain personal information on overseas workers, to facilitate legal processes and the provision of information to other authorized parties, as required;
- Picks up from the airport and accompanies home, participants of the Overseas Employment Programme, who are being repatriated for medical reasons;
- Liaises with family members of sick, injured and deceased workers, in relation to necessary follow-up actions;
- Makes all medical appointments (including x-ray, physiotherapy) for injured workers who participated on the Overseas Employment Programme;
- Communicates with and collects reports from all the medical providers who render professional services to injured workers;
- Contacts prospective persons for the medical exercise to be conducted at the Overseas Employment Processing Centre;
- Provides information to the general public, as well as assists farm workers, based on their queries;
- Prepares documents for medical and pre-selection, and updates the master files after selection;
- Assists and provides support to the recruiting team, during pre-selection exercises;
- Assists in carrying out data entry of candidates' information, during recruitment exercises;
- Responds to customer queries via telephone and face-to-face contact;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal and organizing skills
- Working knowledge of relevant computer applications

- Must be highly confidential
- Ability to work in a team

Minimum Required Qualification and Experience

- Diploma in Supervisory Management/Public Administration or equivalent.

Applications, accompanied by résumés, should be submitted via: <https://www.lmis.gov.jm/> **no later than Thursday, 29th May, 2025**, and addressed to:

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

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**