



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 348 **OSC Ref. C.4840⁵⁴**

28th November, 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 Support Officer (GMG/SEG 1) (not vacant)** in the **Office of the Permanent Secretary, Ministry of Agriculture, Fisheries and Mining**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the general supervision of the Senior Technical Co-ordinator - Executive Office, the Administrative Support Officer (GMG/SEG 1) provides administrative support for a range of duties relating to the Office of the Permanent Secretary. The incumbent is also responsible for co-ordinating travel arrangements for official overseas engagements.

Key Responsibilities

Technical/Professional

- Receives, reads and screens incoming correspondence and reports; makes preliminary assessment of material and follows-up to ensure that action is completed;
- Accesses, assesses and sends e-mails via the internet;
- Assembles and disseminates information to internal and external personnel;
- Assists with the development and preparation of the Division's Budget;
- Ensures compliance within budgetary allocations;
- Prepares and processes documents; reviews for accuracy and completeness; updates information and makes the required changes;
- Proofreads and edits documents prepared for the Permanent Secretary's signature;
- Produces documents and reports; transcribes and circulates Minutes;
- Responds to routine correspondence;
- Receives and screens visitors prior to audience with the Permanent Secretary;
- Assists with the management of the Permanent Secretary's appointment Diary, including scheduling appointments and liaising with internal and external personnel;
- 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;
- Assists with conducting research and collating information and documents for the Director, Administrative Services;
- Monitors responses to matters that have been passed to Officers' desks for action;
- Maintains an efficient filing system;
- Accompanies the Permanent Secretary at meetings, seminars and conferences, takes notes and records Minutes;
- Transcribes and circulates Minutes of meetings, prepares and disseminates Agenda;
- Arranges meetings, conferences and other events as directed by the Permanent Secretary by notifying participants, arranging accommodation, preparing agendas and materials for presentation and information;
- Arranges domestic and foreign travel schedules, reservations and accommodation for the Permanent Secretary and other staff members;
- Contacts the Ministry of Foreign Affairs and Foreign Trade for the necessary Visas, Passports and other official documents on behalf of the Permanent Secretary and other members of staff;
- Writes itineraries and arranges official overseas visits;
- Liaises with the Travel Agents regarding airline tickets;
- Follows-up with the Ministry's Finance and Accounts Division regarding payments for foreign exchange to procure per diem for officers travelling overseas;
- Prepares documentation associated with the procurement of, and the payment for procured goods and services;
- Monitors and controls the distribution of office supplies to staff with the Executive Office Directorate;
- Maintains service schedules and requests servicing and repairs to office equipment as necessary;
- Keeps staff abreast of policy changes related to official overseas travel;

- Produces and submits reports;
- Performs any other related duties, which may be assigned by the Director, Administrative Services.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer service and customer relations skills
- Strong planning and presentation skills
- Good problem solving and decision-making skills
- High level of integrity and professionalism
- Good judgment and organizational skills
- Analytical thinking, teamwork and co-operation
- Good organization and time management skills

Technical:

- Knowledge of the operations of the Government/Ministry
- Knowledge of the Civil Service regulations and procedures, the FAA Act
- Proficiency in speedwriting and typewriting
- Ability to transcribe material in a clear, accurate and acceptable manner.
- Records Management skills
- Proficiency in the use of Microsoft applications
- Sound knowledge of web-based research techniques
- Knowledge of General Office Administration and Procedures

Minimum Required Qualification and Experience

- Bachelor's Degree in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
 - Three (3) years' experience in an Administrative capacity.
 - Training in the use of Microsoft Office applications.
- OR**
- Associate Degree 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
 - Training in the use of Microsoft Office applications.

Special Conditions Associated with the Job

- May be required to travel island wide.
- May be required to work beyond normal work hours, on weekends and holidays.
- Should possess a reliable motor vehicle and be the holder of a valid Driver's License

Applications accompanied by résumés should be submitted **no later than Thursday, 11th December, 2025 to:**

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

E-mail- 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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**