



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 339

12th August, 2022

OSC Ref. C. 6222¹⁰

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/be assigned to the following posts in the **Post and Telecommunications Department**:

Administrative Assistant (GMG/AM 2) (Temporary), salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Manager, Corporate Communications and Public Relations, the **Administrative Assistant GMG/AM 2** is required to manage, organize, monitor and execute administrative duties functions pertaining to the operations of the office.

Key Responsibilities

Management/Administration:

- Co-ordinates and implements Office Services Activities such as purchases, record control;
- Organizes and schedules all office activities;
- Collaborates with Supervisor in the preparation of Individual Work Plan for signing and submission;
- Participates in the co-ordination of Special Projects;
- Ensures the maintenance of efficient and effective Records Management and Information System to facilitate ease of access to information and speedy retrieval;
- Ensures the security of Official and Confidential Records.
- Assists in the development of Operational and Strategic Plans for the Unit.
- Assists in the development of Budgets and monthly Cash Flows.

Technical/Professional:

- Types, formats, edits, revises, proofreads and processes a variety of documents and forms including general correspondence, notices, reports, applications, permits, memos, agreements, statistical charts and other documents from rough draft or verbal instructions;
- Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents;
- Processes correspondence including receiving, sorting, time-stamping, logging and distributing incoming and outgoing correspondence and packages;
- Creates and maintains computer based tracking information and reports including assigned databases, records, and lists; input corrections and updates;
- Maintains accurate and up-to-date office files and records for the Branch;
- Assists in the procurement of goods and services for the Branch by calling suppliers, preparing requests for quotation and other document to send to suppliers;
- Conducts follow-up by callings and writing reminders to procurement/suppliers/contactors on the deadlines to be met;
- Prepares Attendance Reports for the Branch for submission to Human Resource Management and Development Branch;
- Conducts research for information request by the Manager;
- Composes routine correspondence; copies, disseminates and posts documents and information as appropriate;
- Provides information related to specific program area of assignment;
- Prepares monthly, quarterly and annual Reports in consultation with Manager;
- Maintains calendar of activities, meetings and various events for the Manager;
- Schedules and organizes meetings for the Manager;
- Co-ordinates meetings with new and existing clients to inform them about new developments in relating matters being prepared by the Branch in consultation with the Manager;
- Serves as Recording Secretary for meetings hosted by the Branch;

- Provides support in the monitoring and assessment of customer satisfaction;
- Monitors and follows-up on documents/corresponds dispatched to internal Divisions and external Offices, to ensure timely feedback.
- Monitors inventories of stationery, supplies and materials and request same as needed;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Administrative or office management practices and principles
- Government of Jamaica's Records and Information Management practices and principles.
- Communication strategies and techniques
- Fostering and maintaining good working relationships with Media
- The Civil Service regulations and procedures; Financial Administration and Audit Act and the Public Procurement Act
- Web-based research techniques.
- The Postal industry and its operations.
- Ability to work on own initiative
- Good oral and written communication skills
- Excellent time management skill
- Planning and organizational skills
- Proficient in the relevant computer application
- Good Records Management Skills

Minimum Required Qualification and Experience

- Four (4) CSEC Subjects at the General Level with Grades 1- 3/GCE O' Level Subjects Grades A-C including Mathematics/numeric subject and English Language; plus
- Certificate in Business Administration, Management Studies and Public Administration from a recognized tertiary institution or Diploma in Administrative Management from the Management Institute for National Development (MIND).
- A minimum of four (4) years related experience.

Special Condition Associated with the Job

- May be required to work beyond regular working hours
- Typical office environment, no adverse working conditions.

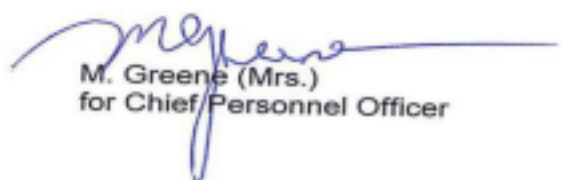
Applications accompanied by résumés should be submitted **no later than Thursday, 25th August, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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