

POST AND TELECOMMUNICATIONS DEPARTMENT



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position in the Department:

Organizational Development and Performance Management Section

Administrative Assistant (GMG/AM 2)

Salary Range: \$1,711,060.00 p.a. – \$2,301,186.00 p.a.

Job Summary

Under the direct supervision of the Director – Organizational Development and Performance Management (ODPM), the Administrative Assistant is responsible for providing administrative support to the ODPM Section by co-ordinating activities, scheduling appointments, preparing minutes, reports, briefs, collecting and analyzing data and researching information.

Key Responsibilities

- Provides administrative support to the Director (ODPM):
 - Manages calendar, schedules and providing regular updates
 - Arranges travel plans and itineraries
 - Co-ordinates meetings and other events
 - Prepares agendas and packages for meetings
 - Reviews and edits reports, provides secretarial and clerical support to the Director (ODPM),
 - Records and produces Minutes of meetings chaired by the Director ODPM
 - Processes incoming and outgoing correspondence
 - Responds to routine enquiries
 - Drafts correspondence, memoranda, other documents and presentations
 - Maintains record of all incoming and outgoing correspondences
- Complies and reviews monthly and annual reports;
- Researches and provides information to the Director for the preparation of reports;
- Screens and introduces visitors to the Director's Office;
- Receives, screens and routes telephone calls and takes and relays messages;
- Prepares monthly Travel Claim Forms for submission;
- Screens requests for information from the ODPM Section and responds or refers to the appropriate member of staff;
- Assists in the organization of meetings, and/or workshops being held by the ODPM Section by ensuring that meeting rooms are booked, refreshment is requested and necessary materials are prepared and circulated/distributed in a timely manner.
- Maintains an adequate inventory of office supplies;
- Maintains the Leave and Attendance records of staff within the ODPM Section;
- Maintains computerized and manual files and records including filing, retrieval, retention and storage;
- Ensures security guidelines are strictly observed to safeguard the confidentiality of documents in the Director ODPMs Office;
- Provides general administrative and clerical support including mailing, scanning, and copying;
- Performs data entry operations;

Required Skills/Competencies

Core Competences:

- Excellent Communication skills both oral and written
- Excellent Planning and Organizing skills
- Excellent Customer Service and Quality Focus skills
- Excellent Attention to Details and Problem Solving skills

- Good Adaptability skills
- Sound Ethical Principles and Integrity

Technical Competences:

- Excellent knowledge and use of computer applications – Microsoft Word, Excel, PowerPoint, Publisher and Access etc.
- Excellent knowledge of Office Administration and Procedures
- Ability to speed write, records minutes and transcribe meeting minutes
- Ability to maintain calendars and schedule appointments
- Excellent Typing skills
- Sound knowledge of Records Management
- Basic knowledge of Project Management

Minimum Required Qualification and Experience

- Diploma in Business Administration, Human Resource Management or equivalent;
- Two (2) years' related experience;

OR

- Successful completion of Certificate in Administrative Management (Level 1) at the Management Institute for National Development (MIND) or Diploma/Certificate from an accredited secretarial school;

Special Conditions Associated with the Job

- Normal office conditions
- May be required to work beyond and outside normal working hours in meeting deadlines or in providing support services at meetings and events.

Please forward application with resume, no later than **Friday, August 23, 2024** to:

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

Email: recruitment@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.