



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 510 **OSC Ref. C. 6222¹⁰**

23rd November, 2022

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 following **vacant posts** in the **Post and Telecommunications Department**:

Administrative Assistant (GMG/SEG 1), salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Postmaster General, the incumbent is required to independently manage, organize, monitor and execute a wide variety of highly responsible secretarial and administrative duties pertaining to the operations of the office, while exhibiting a high level of confidentiality.

Key Responsibilities

- Participates in administrative planning of the office to ensure that maintenance of commitments and deadlines are kept;
- Participates in the preparation of official documents including Board Reports, Corporate and Organizational Plans, Statistical Data, Annual Reports, and co-ordination of various reports;
- Organizes and manages the office schedule;
- Monitors and updates activities and appointment for the Postmaster General;
- Attends Senior Managers Meeting bi-weekly and reproduces the Minutes and ensures follow-through with post meeting decisions and actions;
- Researches and compiles data, information and confidential files as requested;
- Ensures the maintenance of efficient manual and computerized systems of filing and securing of official and confidential records to facilitate access to information and speedy retrieval;
- Is custodian for all Senior Managers personal and staff confidential files;
- Receives and stamp correspondence and draft response to routine matters, proofread for accuracy and ensure they are dispatch;
- Ensures that all correspondence received in the office are promptly processed and appropriate follow-ups pursued;
- Ensures that meeting arrangements are planned and efficiently co-ordinated;
- Maintains the Attendance Register for Senior Managers and Secretaries assigned to the Administrative Block;
- Types, formats/produces documents using the relevant computer software;
- Keeps the Postmaster General up-to-date on the status of project assignment, consultants, contracts and Annual Reports;
- Performs any other related duties that may be assigned from time to time by the Postmaster General.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government of Jamaica Records Management Systems
- Good Report writing, proofreading skills
- Proficiency in Microsoft Office Suite
- Good planning, organizing and co-ordinating skills
- Good analytical skills
- Good customer service and interpersonal skills
- Ability to exercise a high degree of integrity and confidentiality
- Ability to communicate effectively, both orally and in writing

- Ability to work on own initiative and with a team
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- Associate Degree in Management Studies or Diploma in Administrative Management or Office Administration with two (2) years' experience in the administrative or related field.

OR

- Certificate in the Administrative Management Level 3 from MIND OR a recognized institution with five (5) years' experience at the administrative or related field



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**
