



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 72**  
**OSC Ref. C.4858<sup>31</sup>**

4<sup>th</sup> March, 2019

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 post of **Administrative Assistant (GMG/AM 3) – (Vacant)** in the **Plant Quarantine/Produce Inspection Branch, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$1,082,224 - \$1,286,424 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Chief Plant Quarantine/Produce Inspector, the Administrator is responsible for the planning, organizing, directing and controlling of all Human Resource and Administrative functions of the Plant Quarantine/Produce Inspection Division.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in the Unit's Strategic Planning process;
- Provides advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Provides advice/guidance to the Chief, Plant Quarantine/Produce Inspector, on Human Resource policies and procedures and administrative matters;
- Represents the Unit at meetings, seminars and workshops;
- Manages the administrative functions of the Plant Quarantine/Produce Inspection Division;
- Monitors and controls the expenditure of the Division.

#### ***Technical/Professional:***

- Maintains the Unit's staff list;
- Prepares reports for submission to the Chief, Plant Quarantine/Produce Inspector and Human Resource Division;
- Submits recommendations to the Human Resource Division for acting appointments, promotions, appointments, Vacation Leave, Study Leave, Recreation Leave and Sick Leave;
- Prepares and submits letters of justification for the operation of post within the Unit;
- Monitors Attendance Register and maintains Leave Cards for the entire Unit;
- Certifies payment for purchases of goods/services for the Division;
- Manages the supply of Office stationery and equipment;
- Procures equipment and protective gears for support staff;
- Procures stationery for the Division and Outstations.

#### ***Human Resource:***

- Initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Recommends transfers, promotions, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Division, develops and implements a Succession Planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent Oral and Written Communication skills
- Good Interpersonal skills
- Good Problem Solving and Conflict Management skills
- Good Planning and Organizing skills
- Ability to work in teams
- Good Leadership skills
- Excellent Customer Relations skills

#### **Technical:**

- Sound knowledge of the principles and practices of Human Resource Management and Administration
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Knowledge of general Accounting principles
- Knowledge of Procurement and Supplies Management
- Good knowledge of the Financial Administration and Audit Act
- Proficient in the use of relevant accounting and other computer applications
- Understanding of general office procedures

### **Minimum Required Qualification and Experience**

- Diploma/Certificate in Human Resource Management, Public Administration or Management Studies;
- Two (2) years' experience at a supervisory level.

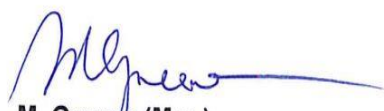
Applications accompanied by résumés should be submitted **no later than Friday, 15<sup>th</sup> March, 2019 to:**

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

Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.gov.jm)

Please note that only short listed 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)