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CIRCULAR No. 13
OSC Ref. C.5850¹⁰

10th January, 2018

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Administrative and Human Resource Officer (GMG/AM 4)** in the **Negril Green Island Area Local Planning Authority (NGIALPA), Ministry of Economic Growth and Job Creation**, salary range \$1,206,296 - \$1,433,907 per annum and any allowance(s) attached to the post.

Job Summary

The incumbent will provide support for the NGIALPA by performing Administrative and Human Resource Management related functions, as well as ensuring effective communication and customer relations with critical stakeholders.

Key Responsibilities

Information and Management:

- Ensures that all correspondence of a general or routine nature received by the Secretary Manager is attended to promptly;
- Ensures that all documents leaving the Office of the Secretary Manager are adequately prepared for dispatch;
- Maintains up-to-date record of correspondence, projects, contracts, and Annual Reports;
- Maintains an up-to-date Building Plan and Personnel Registry;
- Collects and organizes data for projections and the preparation of the Authority's budget;
- Assists the Secretary Manager with managing the periodic performance evaluation exercises in keeping with the organization's policy;
- Provides support to the Secretary Manager and Board in respect of establishing procedures and the development and implementation of programmes for the betterment of the organization;
- Assists with the development of the Corporate and Operational Plans;
- Assists the Secretary Manager in taking steps to ensure proper management of the financial affairs of the organization in accordance with the Public Bodies Management and Accountable Act;
- Employs, in collaboration, with the Secretary Manager, efficient and effective management control systems to ensure that reporting requirements of NGIALPA and other stakeholders are met;
- Provides administrative duties in respect to ensuring that the office equipment and stationery supplies are in adequate supply;
- Processes all requisitions and purchase orders, and handle receipts of deliveries.

Communication/Information Disseminations:

- Disseminates information to the Board of Directors and all relevant stakeholders;
- Attends meetings chaired by the Secretary Manager and Board and prepares Minutes and action sheets and circulates to attendees;
- Provides timely and effective communications to staff members and other stakeholders in order to ensure the smooth flow of information and understanding of the processes;
- Responds to and records enquires via phone calls, correspondence, e-mails and other medium.

Documentation and Reporting:

- Types or otherwise prepares correspondence, bid documents, contracts, forms and other similar documentation;
- Assists in preparation of the Authority's Monthly, Quarterly and Annual Performance Reports.

Schedule Management:

- Maintains the Secretary Manager's manual and electronic diary and confirmation of appointments;
- Liaises with stakeholders to communicate meeting schedules and meeting agenda;
- Makes travel arrangements and accommodation arrangements for the Secretary Manager and Board Chairman when necessary.

Corporate/Human Resource:

- Participates in the development and implementation of a training and development plan for the organization which addresses current and future needs of the organization;
- Maintains a calendar of employee performance evaluations to be conducted, dispatches and collects required forms;
- Assists in the recruitment, selection and orientation of staff;
- Maintains Attendance Register and update Leave Records.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication and interpersonal skills
- Excellent customer relations skills
- Excellent time management skills
- Good planning and organizing skills
- Ability to work on own initiative and under pressure
- Proficient in the use of relevant Microsoft office applications

Minimum Required Qualification and Experience

- First Degree in a Social Sciences from an accredited University;
- Training/courses in Human Resource Management;
- Training in Administrative Management/Secretarial studies;
- Four (4) years related work experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 24th January, 2018 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, the Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megic.gov.jm

Subject: Administrative and Human Resource Officer (GMG/AM 4) – NGIALPA

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



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