



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 32**  
**OSC Ref. C.6276<sup>11</sup>**

25<sup>th</sup> January, 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 vacant post of **Administrator (GMG/AM 3)** in the **Ministry of Local Government and Community Development**, salary range \$1,082,224 – \$1,286,424 per annum and any allowance(s) attached to the post.

**Job Purpose**

Reporting to the Director, Corporate Services, the incumbent is responsible for ensuring that the Director's desk is operated in a most effective and efficient manner by the realistic scheduling and monitoring of activities in a manner that benefits the Office.

**Key Responsibilities**

***Technical/Professional:***

- Ensures that all correspondence of a routine or general nature received are attended to;
- Co-ordinates the administrative arrangements in consultation with the Director which has direct impact on the Department;
- Prepares Briefs for the Director to keep him/her up to date on priority programmes of the Department;
- Provides information on on-going activities, as well as prepares for the Director's participation in meetings with other Directors;
- Co-ordinates the preparation of the Director's overseas travel to International Conferences and Seminars;
- Ensures that all Pre-Conference Papers are submitted by the stated deadline;
- Prepares Conference Briefs, where necessary and liaises with Directors for reviewing briefs;
- Plans travel arrangements with the relevant Ministries and where appropriate, overseas counterparts;
- Finalizes travel arrangements with airlines;
- Co-ordinates replies to the Auditor General on audit queries;
- Participates in prioritizing appointments, engagements and ensures that the Director is advised and reminded of these schedules;
- Ensures that the Director receives Management Reports on specific areas of the Division's operation in accordance with established requirements;
- Ensures that meetings and dialogue requested by the Director with members of staff are scheduled.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent Customer Relations and Interpersonal skills
- Good integrity/ethics exercised in the performance of duties
- Ability to communicate effectively with diverse individuals and efficiently handle emergency situations

***Functional:***

- Good Planning, Decision Making and Research skills
- Ability to exercise good judgment and initiative
- Sound knowledge of Staff Orders, Public Service Regulations and the Financial Administration and Audit (FAA) Act
- Proficiency in the relevant Computer applications
- Excellent memory and organizational ability as it relates to setting priorities, organizing workload, handling multiple responsibilities and meeting deadlines

**Minimum Required Qualification and Experience**

- Diploma in Management Studies or Public Administration from a recognized institution;
- Four (4) years' experience in an administrative capacity.

**Special Condition Associated with the Job**

- Will be required to handle multiple interruptions and adjustments to priorities throughout the day.

Applications accompanied by résumés should be submitted **no later than Friday, 8<sup>th</sup> February, 2019 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Community Development  
61 Hagley Park Road  
Kingston 10**

**Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.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.**



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