



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 41 **OSC Ref. C. 6222¹³**

4th March, 2026

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 **Administrator (GMG/AM 3) (vacant)** in the **Human Resource Management and Development Branch, Post and Telecommunications Department**, salary range \$2,190,302- \$2,945,712 per annum:

1. Administrator (GMG/AM 3)

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Development, the Administrator is responsible for assisting the Director with administrative duties by providing a wide variety of routine, complex and confidential administrative and secretarial support, in a manner that enhances the work processes and operations of the office.

Key Responsibilities

Management/Administration:

- Composes letters/memoranda from general instructions;
- Reads and analyses incoming correspondence, submissions and reports in order to determine significance and distribution;
- Answers the telephone, screens callers, and takes and relays messages;
- Maintains schedules of routine, special appointments and advise the Director on matters requiring prompt attention;
- Responds to requests and inquires;
- Prepares reports, memorandums, letters and other documents, using word processing, spreadsheet, database, and /or presentation software;
- Assists in the organizing of events and activities by scheduling rooms and issuing information;
- Maintains and monitors the schedule of meeting events for the Unit;
- Makes travel and accommodation arrangements, as required;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Human Resource Management and Development and the other Divisions/Units;
- Researches and analyses data and prepared draft reports on administrative matters or other informational materials required;
- Attend meetings in order to record Minutes;
- Complies, transcribes and distributes Minutes of meetings;
- Any other related duties as assigned by the Human Resource Management and Development.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good document and file management skills
- Good planning and organizing skills

Technical

- Good knowledge of the Public Service Regulations and the Staff Orders for the Public Service.
- Ability to prepare documents using Microsoft Suite

Minimum Required Qualification and Experience

- Associate Degree in Administrative or Office Management
- Certificate in Secretarial Studies;
- Three (3) years secretarial/administrative experience in a related field.

OR

- Administrative Management (Level 3) or equivalent from a recognized institution;
- Four (4) CXC subjects including English and Mathematics or any other numeric subject;
- Four (4) years secretarial/administrative experience in a related field.

Special Conditions

- May be required to work beyond regular working hours
- Spend long hours sitting and using office equipment
- May be required to travel island wide

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th March, 2026 to:**

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

Email: hrunit@jamaicapost.gov.jm

Please note that only shortlisted 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)**