



## 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  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 106**  
**OSC Ref. C.6276<sup>14</sup>**

27<sup>th</sup> May, 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 be assigned to the post of **Administrative Assistant (GMG/AM 3) – (Non Vacant)** in the **Human Resource Management and Development Branch, Corporate Services Division, Ministry of Local Government and Community Development**, salary: \$2,190,302 per annum.

### **Job Purpose**

Reporting to the Senior Director, Human Resource Management and Development, the Administrative Assistant is responsible for providing general administrative and secretarial support to the Human Resource Management and Development Branch. The Administrative Assistant will provide general technical and administrative support, including managing, organizing and coordinating the workflow of the Human Resource Management and Development Branch, implementing and maintaining administrative/filing systems, procedures and policies, as well as monitoring assigned administrative projects as determined by the Senior Director, Human Resource Management and Development.

### **Key Responsibilities**

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

- Manages the calendar for the Senior Director, Human Resource Management and Development, which includes, but is not limited to, scheduling appointments, coordinating meeting rooms and preparations, including refreshments, where applicable;
- Maintains office workflow, analyses operating practices and systems and recommends improvements; and implements agreed changes to increase in the Human Resource Management & Development Branch's efficiency;
- Provides support to members of the Team on specific projects as agreed with the Senior Director, Human Resource Management & Development;
- Prepares and modifies documents including correspondences, reports, drafts, memos and emails; takes and transcribes dictation, and composes and prepares confidential correspondence, technical reports, and other complex documents;
- Assists with the logistical operations of the Human Resource Management and Development Branch, with respect to the duties assigned, including organization and administration of meetings and other events, by providing agendas and keeping written records of discussions and key decisions, and undertakes associated research and follow up actions, as required;
- Conducts research and prepares draft summaries/presentations, as required;
- Screens incoming calls and correspondence and responds independently, when possible;
- Maintains electronic and hard copy filing systems, creates and maintains database and spreadsheet files and manages the Human Resource Management and Development Branch's Intranet filing system, performs data entry and scans documents;
- Makes travel arrangements, including researching and coordinating itineraries, visa requirements, accommodation and other related activities for the Human Resource Management and Development Branch; compiles documents for travel-related meetings;
- Ensures that the administrative functions of the Human Resource Management and Development Branch, such as the preparation of the Time and Attendance Register for submission to the Human Resource Management and Development Branch Head, among other items, are done on a timely basis;
- Schedules and attends Human Resource Management and Development Branch and Committee Meetings, prepares Minutes and ensures follow-up actions are done; reproduces, distributes and maintains records of Minutes, accordingly;
- Exhibits good courtesy to scheduled and unscheduled visitors;
- Opens, sorts and distributes incoming correspondence, assists in preparing outgoing mail and correspondence, including email and faxes and updates Section Mail Register;

- Attends meetings externally, as may be required, for the purpose of Minute taking, conducting research, compiling supporting documents and related tasks;
- Maintains equipment register; ensures completion of scheduled preventive maintenance and arranges repairs;
- Maintains office supplies for the Section, by monitoring stock levels, placing and expediting orders through the Administration and Officer Services Manager, if required, and verifying receipt of supplies.

***Management/Administrative:***

- Develops Individual Work Plans based on alignment to the overall plan for the Human Resource Management and Development Branch;
- Participates in the development of the Human Resource Management and Development Branch's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares reports for the Senior Director, Human Resource Management and Development, and other relevant stakeholders;
- Represents Human Resource Management and Development Branch at meetings, conferences, workshops and seminars;
- Maintains customer service principles, standards and measurements.

***Human Resource:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Organisation's goals;
- Assists with the preparation of and conducts presentations on role of Branch/Section/Unit/Unit for the Orientation and Onboarding Programme;
- Performs all other related duties and functions required from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and cooperation
- Sound integrity
- Compliance
- Good interpersonal skills

***Technical:***

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of technical submission and the approval process
- Excellent keyboarding dexterity
- Solid note taking and summarization skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the MLGCD
- General knowledge of budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports

**Minimum Required Qualification and Experience**

- Associate Degree or Diploma in Office Administration, Administrative Management, Management Studies, Public/Business Administration, or related Social Sciences;
- Two (2) years' experience in an Office Management environment.

**Special Conditions Associated with the Job**

- May be required to work long hours beyond typical office hours;
- Work environment is fast-paced and demands flexibility and responsiveness.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 9<sup>th</sup> June, 2026, to:**

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

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

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal line extending to the right.

M. Greene (Mrs.)  
for Chief Personnel Officer (acting)