



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 115 **OSC Ref. C.6593⁵**

8th June, 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) – {Temporary employment for two (2) years}** in the **Ministry of Tourism**, salary: \$2,190,302 per annum.

Job Purpose

Under the general direction of the Director, Tourism Development Planning and Project Management, the Administrative Assistant is responsible for providing general administrative and clerical support to the Enterprise and Project Teams under the Public Private Partnerships (PPP). The incumbent will provide general technical, administrative and secretarial support, including managing, organizing and coordinating the workflow of the PPP, implementing and maintaining administrative/filing systems, procedures and policies, as well as monitoring assigned administrative projects as determined by the Director.

Key Responsibilities

- Provides administrative support for meetings chaired by the Director, schedules meetings, records and prepares Minutes of the Enterprise Team (ET) and Project Teams (PT); maintains records of key discussion points and ensures follow-up actions;
- Provides logistical arrangement meetings of the ET and PTs, such as scheduling appointments, coordinating meeting rooms and preparations, including refreshments;
- Maintains electronic and hard copy Records Management Systems, creates and maintains project Database and Spreadsheet files and manages the Intranet Filing System; performs Data Entry and scans documents;
- Opens, sorts and distributes incoming correspondence, prepares outgoing mail and correspondence, including e-mail, and updates Project Mail Register;
- Assists in the preparation of and compiles cabinet submissions, notes, etc.;
- Conducts research and prepares draft summaries/presentations, as required;
- Manages project deliverables;
- Prepares and modifies correspondence, memorandum, emails reports and technical reports and project documents, as required;
- Assists in monitoring the activities of the ET and PTs;
- Assists with the managing of the Project Risk Register;
- Assists in preparation of the Terms of Reference for a Hydrological Studies, consultancy of Milk River and Bath Fountain Hotels;
- Assists in reviewing the requirements and prepares application for the trademarking of both Entities;
- Participates in visioning exercises for ET Team;
- Liaises with relevant Government Ministry/Department and Agencies and NGOs and provides updates to the Director, accordingly;
- Screens incoming calls and correspondence and responds independently, when possible;
- Liaises with the Corporate Services Division as it relates to venue, local travel arrangements, including accommodation and other related activities for the Project;
- Contributes to the development of the Public/Private Operational Plans and Budget.
- Develops Individual Work Plans based on alignment to the Project Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences, as required;
- Performs all other related duties and functions assigned by the Director, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Critical attention to details
- Good interpersonal skills
- Strong time management skills

Technical:

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Solid dictation and transcribing skills
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of project management
- Exposure to research
- 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 Condition Associated with the Job

- From time to time, the incumbent will be required to work late and or on weekends to meet emergency deadlines for the completion of assignments;
- Utilization of limited resources for the achievement of maximum output;
- Local travel to offsite meetings and project sites.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 19th June, 2026, to:**

**Director, Human Resource Management and Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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)**