



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 109 **OSC Ref. C. C6272¹⁹**

3rd 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 fill the **vacant** post of **Administrative Assistant (GMG/AM 3)** in the **Cyber Incident Response Team Division, Office of the Prime Minister**, salary: \$2,190,302 per annum.

Job Purpose

The Administrative Assistant will assist the Director, Cyber Incident Response Team with administrative duties by providing a wide variety of complex and confidential administrative and secretarial support, and communicating information on behalf of the Director, Cyber Incident Response Team (CIRT), to internal and external stakeholders.

Key Responsibilities

- Manages the Office by relieving the Director, Cyber Incident Response Team of routine requests and matters;
- Ensures that all official obligations are met, by arranging meetings, conferences and ensuring that all relevant parties are advised and arrangements are made;
- Provides the necessary administrative support to ensure effective management of the CIRT;
- Coordinates the Director, Cyber Incident Response Team's schedule, arranges meetings, workshops and training activities/events;
- Opens, sorts and distributes incoming correspondence, including faxes and emails;
- Monitors matters that have been passed to Directors/Desk Officers, for action, ensuring that they are pursued to finality, and appraises the Director, Cyber Incident Response Team, of the results;
- Liaises with staff in Ministries, Department and Agencies (MDAs), as well as the Private Sector Entities, to arrange meetings and other businesses on behalf of the Director, Cyber Incident Response Team;
- Maintains records of all deadlines that have to be met and important matters that have been dealt with, bringing them to the attention of the Director, Cyber Incident Response Team, and interfacing with the officers and Departments concerned, to ensure that the deadlines are observed;
- Handles the daily administrative functions of the Office of the Director, Cyber Incident Response Team, and manages the timelines for all upcoming projects, issues and reports and commitments;
- Receives and screens incoming telephone calls to the Director, Cyber Incident Response Team, providing friendly and professional greeting, directing calls, taking messages, as appropriate, and eliciting necessary information to allow timely and accurate responses and responds, where appropriate;
- Prepares documents, emails and reports as required;
- Provides support by composing/editing confidential documents/correspondences contracts and proposals.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Strong customer and quality focus
- Excellent judgment, decision-making and problem-solving skills
- Excellent interpersonal and customer relations skills
- Strong research and analytical skills
- Excellent planning and organising skills
- Excellent command of the English Language

- Excellent records maintenance skills
- Ability to record and transcribe Minutes of meetings
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines
- Knowledge of principles and practices of office management and organization
- Knowledge of change management
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other computer applications appropriate to assigned responsibilities

Minimum Required Qualification and Experience

- BSc. Degree in Business Administration, Management Studies, Public Administration, Administrative Management, or related field from an accredited Tertiary Institution;
- Three (3) years' experience in related field

Special Condition Associated with the Job

- May be required to work beyond regular working hours.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 16th June, 2026, to:**

Senior Director
Human Resource Development & Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.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)