



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
Website: www.osc.gov.jm

CIRCULAR No. 111 **OSC Ref. C. 4860¹²**

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 be assigned to the post of **Office Administrator (GMG/AM 3) (3-year contract)** in the **National Council for Senior Citizens**, salary: \$2,190,302 per annum.

Job Purpose

The Office Administrator will manage the Feeding Programme of the National Council for Senior Citizens, to ensure that nutritious meals are prepared and dispatched in a timely manner to the clients in the Corporate Area, as well as manage the support staff assigned to the Department.

Key Responsibilities

- Maintains current and accurate record of all Feeding Centres and beneficiaries;
- Maintains records of services, as well as goods received and issued;
- Orders supplies for Feeding Programme, and manages Inventory;
- Visits Feeding Centres for verification of beneficiaries, checks records of attendance, number of meals served daily and condition of centres;
- Assists in identifying the needs of older persons by conducting surveys and establishing areas of need;
- Certifies for approval, all Overtime claims submitted by the support staff;
- Ensures adequate office requirements, such as electricity supply, air-conditioning, plumbing, telephone and their maintenance;
- Checks bills and verifies related activities, in compliance with required standards of the Government of Jamaica;
- Participates in the Department's Strategic Planning process;
- Maintains control of duplicate keys for the Office;
- Monitors the activities of the Office Attendant and Driver;
- Recommends Sick and Departmental Leave for officers under direct supervision;
- Prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance;
- Manages the preparation and distribution of food and food packages to Feeding Programme beneficiaries;
- Prepares monthly report on the Feeding Programme;
- Maintains office inventory and supervises the upkeep of the physical environment of the office and grounds;
- Ensures maximum use of supplies;
- Supervises Feeding Programme;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good supervisory skills, with an eye for detail
- Good leadership skills
- Ability to use initiative

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, Management or related area;
- Four (4) CXC/GCE O'Level subjects, including English and a numeric subject;
- Two (2) years supervisory experience.

Special Conditions Associated with the Job

- Will be required to travel within the Corporate area and islandwide;
- Will be required to work additional hours and on weekends, when the need arises.

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

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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)**