



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 154 **OSC Ref. C6593⁵**

10th August, 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 **Executive Assistant (GMG/SEG 1) - (Not Vacant)** in the **Ministry of Tourism**, salary: \$3,501,526 per annum.

Job Purpose

The Executive Assistant provides administrative and research support to the Permanent Secretary, including monitoring activities, preparing reports and briefs and drafting cabinet notes and submissions.

Key Responsibilities

Management/Administrative:

- Coordinates the Permanent's travel itinerary/arrangement for National and International Conferences, Seminars and Meetings.
- Maintains confidentiality of sensitive information;
- Coordinates responses to invitations (i.e. accept and regret). Prepare and maintain diaries of meeting/functions and advise the Permanent Secretary and relevant participants accordingly;
- Ensures proper management of the Permanent Secretary's Office;
- Prepares and discusses documentation for sign-off by the Permanent Secretary;
- Monitors and follows up with Divisional and Agency Head on correspondence, and other matters
- Prepares PowerPoint Presentations, Meeting Notes and action items from meetings chaired by the Permanent Secretary;
- Assists in the development and maintenance of a database on the status of activities being monitored by the Permanent Secretary;
- Coordinates with the Director of Corporate Services on local and overseas travel arrangements for the Permanent Secretary;
- Reviews and collates applications for overseas travel for Ministry officials and Public Bodies and as directed by the Permanent Secretary;
- Attends meetings with the Permanent Secretary upon her request, takes dictation and transcribe;
- Monitors all inquiries directed to the Executive Office and provide (where possible) necessary advice or information required by clients;
- Performs follow-ups to secure timely responses from internal and external entities in respect to letters and memoranda emanating from the Executive Office, (when required);
- Ensures that proper records management is kept and maintained of confidential documents/matters within the Office;
- Receives, screens and makes calls on behalf of the Permanent Secretary;
- Provides information and/or appropriate advice to callers internally, nationally and internationally on matters that are within purview and direct enquiries to various officers and agencies.
- Performs other related functions assigned from time to time by the Permanent Secretary.

Technical:

- Liaises with Senior Directors/Mangers within the Ministry and Agencies to determine status of the implementation of Cabinet Decisions and other action items/instructions/assignments from the Permanent Secretary;
- Prepares and collates Cabinet Notes and Submissions;
- Updates Cabinet Decision Database;
- Prepares Cabinet Submissions for overseas travel for senior officers in the Ministry and its Agencies;

- Updates Cabinet Decision Database;
- Keeps up-to-date Records of the Board of Directors;
- Prepares various kinds of reports and briefs related to varying aspects of the overall work of the Permanent Secretary;
- Conducts research, gathers data and other information that may be required in preparation of Cabinet Submission/ Conference Papers/Meeting/Discussions to support the Office of the Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Ability to work on own initiative and with minimal supervision;
- Ability to work with a team in a dynamic environment;
- Highly developed interpersonal skills;
- Excellent analytical skills;
- Excellent problem-solving skills;
- Excellent presentation and reporting skills;

Technical:

- Proficient in the use of relevant computer applications, such as MS Excel, Word, PowerPoint;
- Knowledge of the machinery of Government.

Minimum Required Qualification and Experience

- First Degree in Business Administration/ Business Studies or a relevant field;
- Three (3) years' relevant work experience;
- Experience in report writing and research.

Special Condition Associated with the Job

- Required to work outside of normal working hours and weekends, when necessary;
- Required to exercise initiative when necessary.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 21st August, 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)**

