



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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OSC Ref. 310/04^{IV}

8th September, 2026

CIRCULAR No. 15/2026

Applications are invited from suitably qualified individuals to fill the vacant post of **Administrator (GMG/AM 4)**, salary range \$2,803,771 – \$3,770,761 per annum, in the **Clarendon Municipal Corporation**.

Please see attached the relevant job posting and note the required academic qualification.

Applications are to be submitted no later than the 29th September, 2026 to:

Secretary (Actg.)
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

Email address is as indicated above.

Please note that only short-listed applicants will be contacted.

Yvonne S. Hamilton (Miss)
Secretary (Actg.)
Local Government Services
for Chief Personnel Officer (Actg.)



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Administrator
JOB GRADE:	GMG/AM 4
POST NUMBER	
BRANCH:	Office of the Chief Executive Officer
SECTION:	
REPORTS TO:	Chief Executive Officer
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

The Office of the CEO is the command centre of the Local Authority. From here, the CEO provides leadership and oversight of the operations of the local authority to ensure that the approved decisions and directives of Council are implemented.

2. JOB PURPOSE

The Administrator in the Office of the CEO is responsible for providing high-level administrative support to ensure the smooth operation of the Office. This includes managing complex schedules, coordinating key activities, and assisting in the formulation of strategies that enhance the administrative functions of the office. The role requires a proactive approach to problem-solving, a high degree of professionalism, and the ability to manage multiple priorities.

3. KEY OUTPUTS

- CEO's schedule and calendar efficiently managed
- Meetings, events, and travel arrangements coordinated
- Administrative systems and procedures developed, implemented, and continuously improved
- Filing and records management systems organised and maintained
- Internal and external stakeholders effectively communicated with to facilitate information flow and decision-making.
- Files created, maintained and updated
- Documents produced
- Diary maintained and meetings arranged
- Requests are handled
- Relevant and timely information provided
- Sectional Budget produced
- Draft operational and strategic plans

4. Technical/Professional Responsibilities

1. **Scheduling and Coordination:**

- Manage the CEO's calendar by scheduling meetings, appointments, and engagements, ensuring that all commitments are met promptly and that the CEO is adequately prepared for all meetings.
- Coordinate logistics for meetings, including booking venues, preparing agendas, distributing materials, and ensuring all necessary technology and resources are available.

2. **Communication and Correspondence:**

- Draft, review, and dispatch official correspondence on behalf of the CEO, ensuring clarity, accuracy, and professionalism in all communications.

- Manage incoming and outgoing communications, including emails, phone calls, and letters, ensuring timely responses and appropriate follow-up actions.

3. Records and Information Management:

- Develop and maintain an organized filing system for both physical and electronic documents, ensuring the secure storage and easy retrieval of information.
- Regularly update and manage databases and contact lists to support the administrative functions of the office.

4. Administrative Support:

- Assist in the preparation and drafting of operational and strategic plans, reports, briefs, and presentations for internal and external stakeholders.
- Provide administrative support for the budgeting process, including the preparation of draft budgets and tracking of expenditures against approved budgets.
- Identify and communicates administrative problems and situations that affect the efficient administration and the workflow;

5. Project and Task Management:

- Monitor and follow up on tasks assigned within the organization, ensuring deadlines are met and that the CEO is kept informed of progress and any potential issues.
- Participate in special projects, providing necessary administrative and logistical support to ensure successful execution.
- Manage schedule for special cases/assignments.

6. Stakeholder Liaison:

- Serve as the primary liaison between the CEO and internal/external stakeholders, facilitating communication and ensuring alignment with the Local Authority's strategic objectives.
- Coordinate and manage interactions with government agencies, clients, and the public, ensuring professional representation of the CEO's office.
- Adheres to established customer service principles, standards and measurements; and
- Assists with management of client relations.

5. Other Responsibilities

Performs other related duties as assigned by the CEO

6. PERFORMANCE STANDARDS

- Administrative processes and systems are efficient, with continuous improvements identified and implemented.
- Stakeholder interactions are tactful and managed professionally, ensuring positive relationships and effective communication.
- The CEO's schedule is managed effectively, with minimal conflicts or disruptions.
- Confidentiality, integrity, and professionalism are maintained in all aspects of the role.
- Letters, memoranda, cabinet notes/submissions/briefs, certificates, gazette notices and reports produced accurately and within agreed time frame.

- Corporate plans and budget comprehensively and accurately produced according to established standards and within the agreed timeframe.
- Meetings scheduled, arranged, and attended as required.
- Documents for conferences and press briefings collated and prepared within the agreed timeframe.
- Accurately researched and timely response to queries provided on behalf of the CEO.
- Local and overseas travel by the CEO arranged and accurate itinerary provided within the agreed timeframe.
- Incoming and outgoing correspondence recorded accurately and distributed promptly
- Minutes produced accurately and circulated within the agreed standard
- Programme budget monitored to ensure compliance according to established standards.
- Effective maintenance of filing system and record management
- Confidentiality and integrity exercised at all times
- Documents photocopied/scanned and faxed/emailed as required
- Appointments scheduled and diary maintained accurately as established
- Telephone answered promptly and politely and messages routed as soon as possible.
- Visitors received courteously
- E-mail downloaded and forwarded as established
- Staff needs are clearly identified and addressed in a timely manner.

7. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts

Contact (Title)	Purpose of Communication
CEO	• To receive directives and provide updates
Director(s)	• To facilitate coordination and information sharing
Administrative and Support Staff	• To guide day-to-day office operations • Assist with information as necessary
Staff	• To receive and disseminate information

External Contacts

Contact (Title)	Purpose of Communication
Government Agencies	• To exchange information and coordinate activities
General Public	• Receiving and responding to inquiries • Disseminating information
Vendors and Service Providers	• To coordinate office supplies, services, and resources

8. AUTHORITY

- Report and recommend changes to administrative processes

9. REQUIRED COMPETENCIES

Core

- Oral Communication
- Written Communication
- Integrity
- Team work
- Time Management
- Tact
- Customer & Quality Focus

Technical

- Compliance
- Analytical Thinking
- Technology & Innovation
- Relationship Management
- People Management
- Planning & Organizing
- Problem Solving

10. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree Business Administration or a related field with two (2) years' related experience; and
- Professional training in modern Administrative Management systems would be an asset.

OR

- Diploma in Business Administration or any related field with three (3) years' related experience; and
- Professional training in modern Administrative Management systems would be an asset.

11. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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