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CIRCULAR No. 204
OSC Ref. C. C6272[19]

30th October, 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 4)** in the **Executive Office, Office of the Cabinet**, salary: $2,943,960 per annum.

Job Purpose

Reporting to the Permanent Secretary/Cabinet Secretary, the Administrative Assistant is responsible for performing a wide range of administrative and office support activities to facilitate the efficient operation of the Programme Management Unit and the Legal Services Unit of the Executive Office.

The Administrative Assistant coordinates all the activities of both offices, organize meetings, and manages/monitors the calendars, drafts reports and other documentation; undertakes research on routine matters and drafts Briefs; ensures a proper records management system is maintained and facilitates access to online research facility is available to allow for the efficient operation of the general Executive Office.

Key Responsibilities

Management/Administrative

- Schedules and coordinates meetings, appointments and travel arrangements as may be required;
- Co-ordinates and directs office services such as records and budget preparation to aid the Principal Director/ Assistant AG;
- Screens visitors and determines whether they should be given access to the Principal Director/ Assistant AG;
- Answers, screens and responds to or transfers telephone calls;
- Liaises with external clients, locally and internationally, as requested by the Principal Director/ Assistant AG;
- Coordinates the preparation of monthly/quarterly Status Reports for the Office and ensures timely submission;
- Liaises with the HRDM Division in relation to staffing issues on behalf of the Principal Director/Assistant AG;
- Liaises with Finance and Accounts in relation to budget and other financial matters;
- Reviews operating practices and procedures and makes recommendations for improvements;
- Contributes to the development of the Programme Management Unit and the Legal Services Unit Strategic and Operational Plan and Budget;
- Drafts Individual Work Plan to ensure alignment to the Executive Office;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required.

Technical/Professional

- Reads and analyses incoming memoranda, submissions and reports, to determine their significance and takes necessary action;
- Conducts research, analyses data, prepare research papers and submits to the Permanent Secretary/Cabinet Secretary/Assistant AG for consideration/presentation;
- Assists with the research and analysis of data for the committees and boards on which the Permanent Secretary/Cabinet Secretary/ Assistant AG are required to sit;
- Prepares written responses to routine enquires;
- Attends meetings, as required to record minutes;
- Compiles, transcribes and distributes minutes of meetings;
- Prepares reports, memoranda and letters as required;

- Maintains an effective filing system that allows for security of confidential documents, and speedy retrieval of documents/information, in accordance with established standards;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action sheets, notes/minutes of meetings; follows up on actions to be taken;
- Ensures cabinet decisions received are actioned as directed/appropriate;
- Functions as a liaison for smooth communication between the Assistant AG's and the Deputy Solicitor General responsible, internal divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Works closely with the Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Conducts on-line and off-line research on routine matters at the request of the Assistant AG;
- Coordinates the receipt, distribution and dispatch of files and correspondence within the LSU to ensure that matters are settled in accordance with service standards;
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Assists in the preparation of legal documents, under the guidance of the Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;

Other

- Maintains adequate supply of stationery and other office supplies for the Office;
- Reproduces copies of reports/ other documents as required, collates and distributes;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the PS Office or escalate the problem if necessary;
- Liaises with internal staff at all levels;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent networking and relationship-building skills;
- Excellent organization and planning skills;
- Excellent interpersonal and customer relations skills;
- Excellent oral and written communication skills;
- Excellent research skills;
- Strong problem solving and decision-making skills;
- Critical thinking skills;
- Attention to detail and accuracy;
- Flexibility and adaptability;
- Ability to function as a team player and work with a diverse group of people at various levels externally and internally;
- Ability to work on own initiative and under pressure;

Technical

- Knowledge of standard office practices and procedures;
- Knowledge of the operation of standard office equipment;
- Proficient in the use of relevant computer applications and software including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook);
- Confidentiality/integrity exercised in the performance of duties;
- Working knowledge of the format of cabinet submission and the approval process;
- Solid dictation and transcribing skills;

- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the unit;
- Knowledge of office management and administrative procedures and practices;
- Knowledge of the principles and practices of public administration;
- Knowledge of research and statistical methods and techniques;
- Ability to compose correspondence and reports;
- Good knowledge of drafting legal documents;
- Good knowledge of legal research and methods;
- Knowledge of online legal research tools;
- Working knowledge of GOJ operations and of public sector issues.

Minimum Required Education and Experience

- Batchelor's Degree in Management Studies, Business Administration or Social Science discipline, paralegal qualification or training or other related discipline from a recognized tertiary institution;
- At least two (2) years' experience providing support at a high level in an organisation of similar capacity and complexity.

Special Conditions Associated with the Job

- Required to work beyond normal working, whenever the need arises;
- May have to handle dusty files/documents.
- Environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings.

Applications, accompanied by Résumés, should be submitted **no later than Thursday, 12th November, 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