



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

SENIOR ADMINISTRATIVE SUPPORT (GMG/AM 4) - VACANT **MAJOR ORGANIZED CRIME & ANTI CORRUPTION AGENCY**

SALARY SCALE: \$1,467,234.00 – \$1,744,080.00

JOB PURPOSE:

Under the direction of the Chairperson of the Oversight Committee, the incumbent is required to assist with the planning and execution of the programme of activities for the Secretariat and provide administrative and secretarial support to ensure effective management and flow of work within the Secretariat. The incumbent is also required to maintain strict confidentiality as the preparation of minutes and confidential briefs will constitute a large part of his/her job functions.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Drafts responses to letters/documents/reports for review and sign-off by the Chairperson of the Oversight Committee;
- Undertakes independent research to support the preparation of documents/correspondence as directed;
- Participates in the preparation of the Operational Plan, Procurement Plan and Budget of the Secretariat;
- Engages in pre and post-meeting/engagement activities and ensures the Chairperson is appropriately briefed for engagements;
- Participates in meetings, takes notes, prepares and circulates minutes and action items;
- Follows up on Chairperson's instructions, directives and/or requests;
- Develops and maintains an internal database for monitoring projects, targets and other special assignments;
- Maintains a follow-up system and liaises with the relevant personnel to ensure timely submission of deliverables;
- Assists in the management of the Chairman's diary and schedules;
- Replies to routine queries in respect of the Chairman's Office and refers unrelated queries to the appropriate personnel;
- Maintains a listing of contact details for the Secretariat;
- Records incoming and outgoing correspondence/files and refers to the attention of the Chairman for action;
- Maintains a database for tracking the movement of documents;
- Maintains an electronic and manual filing system;
- Encloses correspondence and updates Minute Sheets on respective files;
- Photocopies, binds, dispatches and scans documents as necessary.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Associate's degree or Diploma Public Management, Business Administration, or a related field from a recognized institution;
- Minimum two (2) years' related experience.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Ability to compile detailed Minutes and Action Lists with minimal errors;
- Highly developed problem solving and critical thinking skills;

- Strong organizational and management skills;
- Excellent customer service skills;
- Excellent knowledge of office administration;
- Good knowledge of records management principles and practices;
- Knowledge of research principles and techniques
- Working knowledge of relevant Laws, Government Guidelines that govern procurement and the use of public funds (i.e. Procurement Act, Procurement Regulations, FAA Act).

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to physically visit construction sites to assist in assessing progress.

Interested persons should forward their applications and resume **NO LATER THAN Friday, July 8, 2022** to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Senior Administrative Support (GMG/AM 4)

We thank all applicants for their interest in this career opportunity, however please note only shortlisted applicants will be contacted.