



Ministry of National Security

CAREER OPPORTUNITY

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

SENIOR ADMINISTRATOR (GMG/AM 4) - VACANT **CORPORATE SERVICES DIVISION**

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

JOB PURPOSE:

Under the direction of the Head, Corporate Services, the incumbent is required to providing high-level administrative support in the management and coordination of activities related to the office of the Head, Corporate Services.

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 Head, Corporate Services;
- Undertakes independent research to support the preparation of documents/correspondence as directed;
- Participates in the preparation of the Quarterly/Annual Performance Reports/Operational Plan/Procurement Plan/ Budget for the Division;
- Engages in pre and post meeting/engagement activities and ensures the Head, Corporate Services is appropriately briefed for engagements;
- Participates in meetings, takes notes, prepares and circulates minutes and action items;
- Updates the Head, Corporate Services of travel itinerary, meetings, requests for appointments and other engagements;
- Maintains a follow-up system and liaises with the relevant personnel to ensure timely submission of deliverables;
- Replies to routine queries in respect of the CSD and refers unrelated queries to the appropriate personnel;
- Maintains a listing of contact details for the Head, Corporate Services;
- Records incoming and outgoing correspondence/files and refers to the attention of the Head, Corporate Services for action;
- Maintains a database for tracking the movement of documents;
- Maintains an electronic and manual filing system;
- Manages and organizes diary and schedules;
- Encloses correspondence and updates Minute Sheets on respective files;
- Photocopies, binds, dispatches and scans documents as necessary.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First degree in Public Management, Business Administration or equivalent;
- At least (1) years' experience in administrative field.
- Demonstrated experience in managing a corporate office would be a distinct asset

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Ability in taking and preparing Minutes with minimal errors;
- Highly developed problem solving and critical thinking skills;
- Knowledge of preparing Cabinet Submissions/Notes;
- Strong organizational and management skills;

- Excellent customer service skills;
- Excellent report writing skills;
- Excellent knowledge of office administration;
- Good knowledge of records management principles;
- Knowledge of relevant Laws, Government Guidelines;
- Knowledge research principles and techniques.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment;
- May be required to work beyond normal working hours;
- May be required to work on holidays.

Interested persons should forward their applications and resume **NO LATER THAN Friday, August 5, 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 Administrator (GMG/AM 4)

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