



Ministry of National Security

CAREER OPPORTUNITY

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

ADMINISTRATIVE SUPPORT OFFICER (GMG/AM 1) – NOT VACANT STRATEGIC PLANNING & PERFORMANCE BRANCH

SALARY SCALE: \$853,412.00 – \$1,014,438.00

JOB PURPOSE:

Under the direction of the, Director, Strategic Planning and Performance Management, the incumbent is responsible for providing technical and administrative support in the management and coordination of activities relating to the Branch.

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 Director;
- 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 Branch;
- Coordinates logistics for meetings including booking of meeting room, preparation of documents and arranging for refreshments;
- Participates in meetings, takes notes, prepares and circulates minutes and action items;
- Follows up on Director'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 Director's diary and schedules;
- Replies to routine queries in respect of the Director's Office and refers unrelated queries to the appropriate personnel;
- Records incoming and outgoing correspondence/files and refers to the attention of the Director 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;
- Requests, retrieves and returns files to main registry;

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

- 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.

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.

Interested persons should forward their applications and resume **NO LATER THAN October 28, 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: Administrative Support Officer (GMG/AM 1)

Please note that we thank all for responding but only shortlisted applicants will be contacted.