



Ministry of National Security

CAREER OPPORTUNITY

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

PROPERTY ADMINISTRATOR (GMG/SEG 1) - VACANT **SECURITY RISK REFORM AND TRANSFORMATION POLICY DIVISION**

SALARY SCALE: \$2,735,387.00 – \$3,678,791.00

JOB PURPOSE

The incumbent is responsible for providing high-level technical and administrative support in the management and coordination of all project-related activities going through the Office of the Chief Technical Director (CTD).

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

KEY RESPONSIBILITIES:

- Undertakes independent research to support the preparation of documents/correspondence as directed;
- Drafts responses to letters/documents/reports for review and sign-off;
- Drafts Cabinet Submissions/Notes for review;
- Conducts first-level reviews of correspondence received (reports, letters, memoranda, payment files) for accuracy before referring same to the attention of the CTD for action as appropriate;
- Coordinates the preparation of the weekly Divisional Reports for dissemination to the Permanent Secretary;
- Liaises with internal stakeholders to resolve issues raised by contractors arising from services/works provided to the Ministry/Jamaica Constabulary Force;
- Takes notes, prepares and circulates Minutes and actionable items for assigned meetings;
- Develops and maintains an internal database for monitoring projects, targets and other special assignments;
- Assists in the management of the CTD's diary and schedules;
- Coordinates logistics for meetings including the booking of the meeting room, preparation of documents and arranging for refreshments;
- Engages in pre and post-meeting/engagement activities and ensures the CTD is appropriately briefed for engagements;
- Follows up on CTD's instructions/ directives and /or requests;
- Participates in the preparation of the Strategic Business and Operational Plan and Budget for the Division;
- Replies to routine queries in respect of the CTD's Office and refers unrelated queries to the appropriate personnel;
- Maintains a listing of contact details for stakeholders;
- Records incoming and outgoing correspondence/files and refers to the attention of the CTD 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;
- Maintains a follow-up system and liaises with the relevant personnel to ensure timely submission of deliverables.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc. in Public Management, Business Administration, Law or other equivalent qualification;
- At least three (3) years of experience in administration and/or project management.
- Experience in the preparation of Cabinet Submissions/Notes and Minutes would be a distinct asset.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Exceptional written, oral and presentation skills;
- Ability to compile detailed Minutes and Action Lists with minimal errors;
- Highly developed problem-solving and critical thinking skills;
- Ability to display sound emotional intelligence in a demanding project environment;
- Working knowledge of preparing Cabinet Submissions/Notes;
- Working knowledge of contract administration;
- Strong organizational and management skills;
- Excellent customer service skills;
- Excellent report writing skills;
- Excellent knowledge of office administration;
- Good knowledge of records management principles and practices;
- 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 March 17, 2023**, 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: Property Administrator (GMG/SEG 1)

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