



# Ministry of National Security and Peace

## CAREER OPPORTUNITY

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

**PROJECT ADMINISTRATOR (GMG/AM 4) – VACANT**  
**SECURITY TECHNICAL SERVICES AND PROJECT MANAGEMENT BRANCH**  
**SALARY SCALE: \$2,803,771.00 – \$3,770,761.00 PER ANNUM**

### **JOB PURPOSE**

The incumbent is responsible for providing efficient and effective administrative services to ensure the coordination and delivery of construction/renovation/repair projects being undertaken by the Security Technical Services and Project Management Branch for the properties owned, rented and leased by the Ministry, the Jamaica Constabulary Force and other assigned portfolio entities.

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

### **KEY RESPONSIBILITIES**

- Assists with coordinating project activities for construction/renovation projects;
- Coordinates project reports;
- Assists in preparing cash flow projections for construction, renovation or repairs to be undertaken by the Branch;
- Manages and monitors all correspondences and requests, which also includes sending reminders to stakeholders;
- Prepares payment documents to the Planning & Finance Branch for payments to be made to for contractors in relation to construction/renovation/repairs works;
- Attends site visits and take notes for implementation and progress of construction, renovation projects;
- Assists with the preparation of Technical Briefs and Speaking Notes for site visits, meetings.
- Participates in the preparation of Quarterly Reports, Budget, Strategic and Operational Plans for the Branch;
- Ensures the maintenance of efficient and effective Records Management and Information System to facilitate ease of access to information and speedy retrieval;
- Assists with compiling responses to requests for information from the Chief Technical Director and Senior Director;
- Monitors performance targets of the Unit to ensure that these are met;
- Undertakes the necessary research to assist with coordinating the preparation of Briefs in relation to projects being undertaken;
- Participates in consultation sessions and meetings, this also includes, taking minutes of meetings, as required;
- Attends and takes notes at project meetings and prepares Minutes for circulation;
- Prepares correspondences related to request and responses in relation to projects being undertaken;
- Assists with coordinating activities (meetings, consultations etc.) with the relevant stakeholders;
- Establishes and maintains communication linkages with stakeholders on project matters;
- Proof reads documents for accuracy, completeness and conformity to established formats;
- Reproduces, in the correct format, a variety of documents as instructed by the Director;
- Reproduces confidential and other urgent correspondences and deals with urgent mail and emails as directed;
- Maintains database for tracking documents and tasks completed;
- Assists in procurement activities on behalf of the Office of the Director for goods and supplies and ensures the adequacy of the Office's stationery and supplies;
- Coordinates and schedules meetings for the Director's attendance, as required;
- Collaborates with the Director in the preparation of Individual Work Plan for signing and submission;
- Performs other related functions assigned from time to time.

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Associate Degree in Management Studies, Business Administration and equivalent;
- At least two (2) years working experience in general administration;
- Procurement experience would be an asset.

### **SPECIFIC KNOWLEDGE SKILLS AND ABILITIES**

- Ability to manage workloads to prioritize amongst conflicting demands;
- Ability to work under pressure and meet deadlines;
- Ability to record minutes and transcribe meeting notes;
- Excellent knowledge of the Ministry's policies and procedures;
- Knowledge of the GOJ Procurement Guidelines;
- Knowledge of project management techniques;
- Ability to compose and edit written material;
- Tact and decorum when dealing with people

### **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;
- Typical working condition.

Interested persons should forward their applications and resume **NO LATER THAN Wednesday, April 22, 2026**, to the:

Director, Human Resource Management and Administration  
Human Resource Management and Administration Branch  
Ministry of National Security and Peace  
4<sup>th</sup> Floor North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Project Administrator (GMG/AM 4)**

***We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.***

***The Ministry wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Ministry.***