



MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE

CAREER OPPORTUNITY

The Ministry of Industry, Investment and Commerce is inviting suitable qualified persons to fill the post of **Administrative Support (GMG/AM 2) – (Vacant)** in the **Department of Cooperatives and Friendly Societies (Montego Bay)**.

Salary Range: \$986,421.00 - \$1,172,544.00 per annum.

JOB PURPOSE

Under the direction of the Manager, Northern Region (GMG/SEG 3), the Administrative Support (GMG/AM 2) is responsible for planning, organizing, directing and controlling all human resource and administrative functions of the regional office of the Department of Cooperatives and Friendly Societies.

KEY OUTPUTS

- Recommendations for acting appointments, promotions, permanent appointments submitted
- Information disseminated
- Training recommended
- Leave applications recommended and submitted
- Staff list maintained
- Reports produced
- Stationery procured
- Attendance Reports submitted
- Efficient and productive staff
- Staff assessed
- Budget prepared
- Strategic/operational and workplans developed
- Records maintained
- Office equipment maintained
- Files maintained

KEY RESPONSIBILITY AREAS

Management/administrative Responsibilities

- Participates in the Unit's Strategic planning process
- Provides advice/guidance to all members of staff in the interpretation and application of government policies, rules and regulations
- Provides advice/guidance and support to the Manager
- Represents the Unit at meetings, seminars and workshops

Technical/Professional Responsibilities

- Assists with the preparation of the Budget, strategic, operational and workplans for the Unit
- Maintains the Unit's staff list
- Prepares reports for submission to the Manager



- Submits recommendations through the Manager/Registrar to the Human Resource Division for acting appointments, promotions, appointments, vacation leave, study leave, recreational leave and sick leave
- Prepares and submits letters of justification for the operation of posts within the Unit
- Monitors Attendance Register and maintains leave cards for the entire Unit
- Stationery procured and maintained
- Office equipment and furniture checked for suitability and damage
- Prepares and dispatched official documents
- Filing systems established and maintained
- Distributes salary advice

Human Resource Management Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures
- Provides leadership and guidance to direct reports through effective planning delegation, communication, training, mentoring and coaching
- Ensure the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and organization's goals.
- Allocates and schedules work; allocates monthly mileage to travelling officers

Other responsibilities

- Any other related duties assigned from time to time.

PERFORMANCE STANDARDS

- Confidentiality and integrity exercised
- Recommendations for appointments, promotions and acting appointments submitted to the Human Resource Division within the required timeframe.
- Budget, strategic/operational plans, workplans prepared within the required format and stipulated timeframe.
- Information disseminated within specified time
- Nomination for training submitted within specific time
- Leave request submitted within the required time frame
- Staff list up-to- date as required
- Reports prepared within agreed time frame and according to established formats.
- Stationery procured in accordance with GOJ FAA Act and procurement policies
- Records, files and equipment maintained at all times.
- Staff welfare identified and addressed
- Staff needs are clearly identified and addressed in a timely manner
- Staff performance meets or exceeds set targets
- Accurate and comprehensive reports prepared and submitted



REQUIRED COMPETENCIES

Core

- Good written and oral communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good time management skills
- Good interpersonal skills
- Problem solving and decision making skills
- Ability to work with minimum supervision
- Teamwork and Cooperation
- Methodical
- Initiative

Technical

- Sound knowledge of human resource management and administration
- Proficient in relevant computer applications
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma/Certificate in Human Resource Management, Public Administration, Management Studies
- Two (2) years' experience at a supervisory level

AUTHORITY

- Approves departmental and sick leave for members of staff
- Recommends acting appointments and promotion.

Applications accompanied by resumes should be submitted no later than
Friday, July 2, 2021 to:

**Acting Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens,
Kingston 6**

hrm@moa.gov.jm

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