



MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE CAREER OPPORTUNITY

The Ministry of Industry, Investment and Commerce is inviting applications from suitably qualified officers to fill the post of **Administrative Assistant (GMG/SEG 1) in the Office of the Permanent Secretary in the Ministry.**

Salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Permanent Secretary (GMG/EMG 1), the Administrative Assistant (GMG/SEG 1) has responsibility for organizing and administering a range of activities related to the Permanent Secretary's role as the Accounting Officer of the Ministry and is responsible for providing administrative support to the Directorate.

The incumbent is also responsible for coordinating all official overseas trips by providing the necessary travel documents.

Key Responsibilities

Management/Administrative Responsibilities

- Produces documents and reports and transcribes minutes for circulation.
- Conducts research and collates documents for conferences and press briefings.
- Conducts extensive research to satisfy queries/questions on behalf of the Permanent Secretary.
- Responds to routine and other correspondence.
- Ensures the Permanent Secretary is kept abreast of relevant information on issues relating to the Ministry.
- Monitors matters that have been passed to Directors/Desks officers for action
- Represents the Permanent Secretary at meetings, seminars and conferences and records minutes.
- Arranges meetings and logistics
- Coordinates preparation for the Permanent Secretary's overseas travel.
- Ensures compliance within budgetary constraints
- Maintains diary and schedules appointments.
- Assists the Secretary in answering telephone calls, finding out problems, and providing the necessary information and guidance sought
- Assists in the management of correspondence
- Keeps records of all deadlines to be met and important matters to be dealt with, and interface with officers and Departments concerned.
- Assists the Secretary with the management of files.
- Receives, and screens visitors prior to audience with the Permanent Secretary.
- Accesses and sends e-mail via internet
- Assembles and disseminates information to internal and external personnel as requested

Human Resource Management Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisal and recommend and/or attaining established personal and/or organizational goals
- Participates in the recruitment of staff for the 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
- Ensures the welfare and development needs of staff in the unit are clearly identified and addressed

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Required Knowledge, Skills and Competencies

- Good judgment and organizational skills
- Excellent knowledge of protocol and etiquette.
- Knowledge of general office administration and procedures.
- Knowledge of web-based research techniques
- Knowledge of the operations of government
- Teamwork & Cooperation
- Problem solving and decision making
- Planning and Organizing Skills
- Good Interpersonal skills
- Excellent oral and written communication skills

Minimum Required Qualification and Experience

- B.Sc. Degree in Public Administration, Public Sector Management, Business Administration or related field.
- Two (2) to three (3) years' working experience
- Knowledge of the Civil Service regulations and procedures, FAA Act and the Constitution of Jamaica would be an asset
- Proficient in the knowledge of relevant computer applications.

**Applications accompanied by resume should be submitted no later than
September 23, 2022 to:**

**Director
Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5
Email:hrm@miic.gov.jm**

Please note that we thank all for responding, but only short-listed applicants will be contacted.