



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 Officer (GMG/AM 3)**.

Salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Director - Policy, Planning, Projects & Research, provides administrative/technical duties to the Division (including the Senior Economist, Corporate Planner, Research Officer as required).

Key Responsibilities

Management/ Administrative

- Collates from various Divisions of the Ministry and Agencies, information which the Division may need for reports
- Confidential databases developed and maintained
- Acts as a focal point for the dissemination of information within the Division
- Provides support to the Division for meetings and events planning
- Attends where necessary meetings, workshops/ seminars and conferences
- Assist in preparing the Monthly Ministerial Report

Technical/ Professional

- Organizes, monitors and updates planned programmes, activities and appointments
- Prepares a range of official and routine documents including ministry papers, submissions, notes, reports and correspondence
- Conducts research, compiles and provides information/files as required
- Coordinates meetings convened by the Senior Director, Corporate Planner and Senior Economist including planning attendance rosters.
- Prepares/compiles appropriate meeting documents and ensures follow through with post-meeting actions and decisions.
- Assist in maintaining effective liaisons with ministry personnel, agencies, sector interests and external organizations.
- Compiles Quarterly Reports from Agencies and Divisions for submission to the Minister/ Permanent Secretary/ Director General.
- ***Other***
- Assist in editing and proof-reading documents
- Assist in reviewing relevant literature
- Assist in preparing technical policy briefs
- Providing basic comments on policy papers
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound background in administrative/office management
- Knowledge of secretarial practices and procedures
- Good multitasking skills
- Knowledge of the policies, programmes and procedures of the Government and of general Ministry / Departmental operations.

- High quality of output, integrity and teamwork.
- Ability to transcribe material in a clear, accurate and acceptable form.
- Good interpersonal skills/ ability to work well with others.
- Good oral and written communication skills.

Minimum Required Qualification and Experience

- A first degree in Public Sector Management or a relevant field would be an asset
- A minimum of one year's working experience as an Administrative Officer or equivalent would be an asset.

Special Conditions Associated with the Job

- Working conditions are normal for an office environment.

**Applications accompanied by resume should be submitted no later than
November 26, 2021 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.