



MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following vacant positions in the Ministry:

1. Administrative Assistant – (GMG/SEG 1) Office of the Permanent Secretary

Salary Range: \$1,640,253 to \$1,949,746 per annum and the allowances attached to the post.

2. Executive Secretary 1 (OPS/SS 4) Investment Division

Salary Range: \$1,160,837 to \$1,379,871 per annum and the allowances attached to the post.

1. Administrative Assistant – (GMG/SEG 1)

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. The incumbent is responsible for providing administrative support to the Directorate, with a view to enhancing the efficiency and effectiveness of the Permanent Secretary's Office and the Ministry.

KEY RESPONSIBILITY AREAS

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

- Integrity
- Good judgment and organizational skills
- Oral Communication Skills
- Proficiency in the use of Microsoft applications
- Written Communication skills
- Excellent knowledge of protocol and etiquette.
- Methodical
- Presentation skills
- Goal/Results Oriented
- Knowledge of general office administration and procedures.
- Teamwork & Cooperation
- Project Management Skills

- Customer and Quality Focus
- Knowledge of web-based research techniques
- Problem solving and decision making
- Knowledge of the operations of government
- Managing Partners
- Planning and Organizing Skills
- Initiative
- Interpersonal skills
- Leadership
- Analytical Thinking

MINIMUM REQUIRED QUALIFICATIONS & EXPERIENCE

- B.Sc. Degree in Public Administration, Public Sector Management, Business Administration or related field.
- Two (2) to three (3) years' related working experience

2. Executive Secretary 1 (OPS/SS 4)

JOB PURPOSE

Under the supervision of the Senior Director, Investment, the Executive Secretary 1 (OPS/SS 4), will provide secretarial service, communication linkage with other departments and external agencies for the Division.

KEY RESPONSIBILITIES

- Composes and reproduces letters, memoranda and reports from draft
- Co-ordinates, arranges and attends meetings to record minutes and reproduce same for circulation
- Receives, opens, sorts and distributes incoming and outgoing mail
- Makes contact with and relay information to Senior Director, and other members of staff in the Investment Division and external agencies
- Files correspondence and other materials and maintains a record of the movement of files
- Establishes and maintains a system for the control of confidential files
- Makes the relevant contacts and refer to the appropriate persons in the absence of the Senior Director.
- Maintains an up-to-date record of correspondence and files
- Faxes/photocopies documents
- Maintains diary and schedules appointments and meetings
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office
- Accesses and sends e-mail via internet
- Directs telephone calls and messages
- Performs any other related duties, which may be assigned.

REQUIRED COMPETENCIES

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer and quality focus skills
- Good problem solving and conflict management skills
- Good teamwork and cooperation skills
- Strong integrity and tact
- Good initiative
- Good planning and organizing
- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) GCE/CXC General Proficiency level passes including English Language and Mathematics.
- Proficiency in typewriting at a speed of 60-65 words per minute and shorthand at a speed of 120 words per minute
- Secretarial Diploma from a recognized institution
- Completion of Certificate in Administrative Management (Level 3) course at Management Institute of National Development (MIND)
- Five (5) years general office experience

OR

- Successful completion of the Certified Professional Secretary Course
- English Language at CXC/GCE 'O' level
- Successful completion of the prescribed course at the Management Institute for National Development (MIND) Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more
- Training in the relevant software applications e.g. word processing, database and Spreadsheet
- 5 years general office experience

OR

- Graduate from an accredited school of Secretarial Studies
- Successful completion of the prescribed course at the Management Institute for National Development (MIND)
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more
- Training in the relevant software applications e.g. word processing, database and spreadsheet
- 5 years general office experience

**Applications accompanied by resume should be submitted no later than
April 22, 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.**