

**INTERNAL ADVERTISEMENT**  
**MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE**  
**CAREER OPPORTUNITY**

Applications are being invited from suitably qualified officers to fill the post of **Administrative Officer (GMG/AM 3)** in the Policy, Planning, Projects & Research Division.

**Salary range \$1,753,837 - \$2,358,715 per annum** and any allowance(s) attached to the post.

**JOB PURPOSE**

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

**KEY RESPONSIBILITY AREAS**

**Management/ Administrative Responsibilities**

- Collates from various Divisions of the Ministry and Agencies, information which the Division may need for reports
- Develops and maintains confidential databases
- 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
- Develops Individual work plan based on alignment with the Division's Operational and Strategic Plan.

**Technical/ Professional Responsibilities**

- 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.
- Assists 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 Responsibilities**

- Assists in editing and proof-reading documents

- Assists in reviewing relevant literature
- Assists in preparing technical policy briefs
- Provides basic comments on policy papers
- Performs any other duties assigned from time to time.

### **REQUIRED 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/Business Administration or related discipline.
- Knowledge of Strategic Planning principles and procedures would be an asset.
- At least one (1) year working experience in administration.

**OR**

- Associate Degree in Public/Business Administration or related discipline
- Knowledge of Strategic Planning principles and procedures would be an asset.
- Three (3) years working experience in a similar capacity

**Applications accompanied by resume should be submitted no later than**

**December 21, 2022 to:**

**Director, Human Resource Management and Development**

**Ministry of Industry, Investment & Commerce**

**4 St. Lucia Avenue**

**Kingston 5**

**Email: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)**

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