

MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE

INTERNAL JOB ADVERTISEMENT

Applications are invited from suitably qualified persons to fill the post of Administrative Assistant (GMG/AM 3) (not vacant) in the Chief Technical Director's Office.

Salary range: \$1,753,237 - \$2,358,715 per annum

JOB PURPOSE

Under the general direction of the Chief Technical Director, the Administrative Assistant (GMG/AM 3), is responsible for the provision of general administrative and secretarial support towards the effective functioning of the Office and for the planning and coordination of internal and other meetings, conferences, workshops and seminars.

The incumbent is required to prepare relevant documents and correspondence, to ensure timely and adequate responses to queries and to organize the efficient flow of information between the office and internal as well as external stakeholders.

KEY RESPONSIBILITY AREAS

Administrative Responsibilities

- Provides administrative support with regard to the services and activities of the Office of the Chief Technical Director.
- Arranges and monitors the logistics for internal and external meetings.
- Provides secretarial and administrative support to internal and external meetings which include preparing agenda, information and resources for meetings, recording and transcribing minutes and decisions of meetings, and circulating documents for meetings, seminars and conferences.
- Prepares meeting files for the CTD.
- Represents the Office at meetings, seminars and workshops as required.
- Provides administrative support to meetings, conferences, workshops and seminars.
- Assists with the coordination of accurate documentation.
- Assists with the process of authenticating documents, affixing seal and stamping documents.
- Composes and types reports and documents.
- Maintains an up-to-date database of confidential and classified data and records.
- Coordinates responses to external requests for information and advises on matters as directed.
- Reviews operating practices and implements improvements.
- Monitors the attendance register and prepares monthly attendance reports.

Technical and Professional Responsibilities

- Drafts, types and dispatches correspondence, reports and other documents as required.
- Maintains and manages the Chief Technical Director's electronic calendar. Schedules and records appointments and manages the appointments calendar providing reminders when the dates are approaching.
- Makes overseas travel arrangements for the CTD
- Prepares statistical data for charts, graphs, etc for inclusion in reports.
- Monitors and reports on the progress of tasks delegated by the CTD to the Divisional Directors and other staff members.
- Prepares PowerPoint presentations for the Office.
- Maintains an effective filing system within the division to ensure easy retrieval of documents and files and ensures the security of manual and computerized confidential files and records.
- Participates in the planning and organizing of meetings, seminars, training sessions, workshops and other events as required, inclusive of preparing agendas and material, circulating previous minutes, arranging venues and refreshments and contacting attendees.
- Takes, prepares and distributes minutes of meetings.
- Receives incoming correspondence and documents and routes them to relevant officers.
- Maintains a record for all incoming and outgoing files and correspondence.
- Conducts research, prepares and/or edits reports or other documents as directed.
- Receives, screens and if necessary, re-directs telephone callers and visitors to the appropriate staff and logs all calls and messages.
- Maintains leave and attendance records.
- Supports the preparation of the annual budget and monthly cash flow for the Office.
- Requests, procures and maintains stationery and other office supplies for the Office.
- Photocopies and scans documents as required.

REQUIRED COMPETENCIES

- Ability to work in high demand environment.
- Ability to maintain integrity and confidentiality.
- Initiative and ability to be proactive.
- Excellent oral and written communication skills
- Excellent interpersonal skills.
- Good organisational and time management skills.
- Good customer relations and quality focus skills.

- Good research skills.
- Good presentation skills
- Professionalism
- Ability to effectively work in a team.
- Problem solving and conflict management skills.
- Tact and diplomacy.
- Sound background in administrative or office management.
- Knowledge of secretarial practices and procedures
- Knowledge of policies, programmes and procedures of operations.
- Knowledge of modern office procedures.
- Knowledge of records/file management.
- Good reporting skills.
- Proficiency in shorthand or speedwriting and typewriting.
- Minutes and report writing skills.
- Training in management.
- Proficiency in the use of relevant computer applications including Microsoft Word, Excel and PowerPoint.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE
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Executive Secretary with three (3) years' experience in an administrative capacity

OR

Equivalent professional administration qualification with secretarial skills, for example, Administrative Professional Certificate with two (2) years related experience.

OR

Diploma in Business Management with two (2) years related experience.

Applications accompanied by resume should be submitted no later than

February 3, 2023 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.