



## MINISTRY OF EDUCATION CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following contractual position in this Ministry:

### ***ADMINISTRATIVE ASSISTANT NATIONAL COLLEGE FOR EDUCATIONAL LEADERSHIP (NCEL)***

#### **JOB PURPOSE:**

To provide general administrative, clerical and secretarial support to the Principal/Director and Staff of NCEL, as well as, coordinate office activities to facilitate the efficient and effective achievement of the objectives and functions of the College.

#### **KEY RESPONSIBILITY AREAS:**

- Manages the Director's calendar/diary and arranges tentative schedules.
- Makes arrangements for meetings; attends meetings and prepares and transcribes minutes; ensures follow through with decisions of meetings.
- Opens, sorts and screens mail; drafts responses on matters for which authority has been delegated
- Arranges for the dispatch of outgoing mail
- Answers the telephone, screen callers, and takes and relays messages
- Receives, greets and directs visitors to the Principal/Director
- Composes and types directives, bulletins, schedules, agendas and other documents.
- Types correspondence and reports from dictation or handwritten copy
- Maintains computerized and manual files and records including the filing, retrieval, retention, storage, compilation, coding, updating and destruction of the files
- Prepares special and regular reports by researching and compiling data/information from various sources
- Organizes events and office activities by scheduling venues, issuing information, and coordinating speakers

- Makes local and overseas travel and accommodation arrangements as required
- Orders stationery and office supplies for the College and maintains Inventory and other associated records
- Receives complaints, questions and requests in person or by telephone; provides the necessary information where possible or refers persons to the relevant authority.
- Represents the Principal/Director when required
- Provides administrative support to the Steering Committee and its constituent sub-Committees meetings which are convened in several locations
- Plans for and organizes trips, college events, and other activities as authorized by the Principal/Director
- Ensures confidentiality of all records, students' information, communication, and other business operations
- Develops and maintains an effective and systematic filing system
- Performs other related duties that may be assigned from time to time

#### **REQUIRED COMPETENCIES:**

- Well-developed social and interpersonal skills
- Excellent oral and written communication skills
- Ability to exercise sound judgment and initiative in dealing with complex issues
- Knowledge of the Ministry of Education's policies, rules and regulations
- Knowledge of the role and functions of the College
- Sound knowledge of Government regulations, policies and principles
- Knowledge of record keeping and records/file management techniques
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Excellent planning and organizing skills
- Good analytical research and information gathering skills
- Keen attention to detail
- Excellent knowledge of relevant computer applications e.g. Microsoft Office Suite and Publisher
- Ability to work under pressure to meet deadlines

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Undergraduate degree in the Social Sciences/Administrative Management or related discipline from an accredited institution.

- Certificate in Microsoft Office Application
- At least three years' experience in a similar administrative position

**REMUNERATION PACKAGE PER ANNUM:**

**Salary Scale** - \$1,227,434 – \$1,938,038 per annum

Interested persons are invited to submit their applications with résumés no later than **Friday, July 24, 2015** to the address presented below:

**Director – Human Resource Management  
Ministry of Education  
2- 4 National Heroes Circle,  
Kingston 4  
OR**

**Email: [jobapplications@moe.gov.jm](mailto:jobapplications@moe.gov.jm)  
Subject: “*Administrative Assistant*”**

We thank all applicants for expressing an interest; however, only short listed candidates will be contacted.