



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following **vacant position**:

Administrative Assistant (GMG/SEG 1), MyHR+ Implementation
Direction and Administration Division

Job Purpose:

Under the general supervision of the Project Lead, Digitization and MyHR+ Implementation, the Administrative Assistant is responsible for providing administrative and secretarial support to the Director, in facilitating the efficient and effective coordination and delivery of services and the achievement of the goals and objectives of the MyHR+ Implementation, while ensuring professionalism and timeliness in the performance of responsibilities.

Key Responsibility Areas

Technical/Professional:

- Provides administrative support to the Project Lead by:
 - Managing the Project Lead's calendar and schedules and providing regular updates;
 - Arranging travel plans and itineraries;
 - Coordinating Team meetings, conferences and other events;
 - Preparing agendas and packages for meetings;
 - Reviewing and editing reports;
 - Assisting with MyHR+ training and sensitization sessions and Workshops Island wide.
- Provides secretarial support to the Project Lead, including:
 - Taking and transcribing dictation and reproducing and circulating minutes of meetings;
 - Processing incoming and outgoing correspondence;
 - Responding to routine enquiries;
 - Composing and preparing correspondence, memoranda, other documents and presentations.
- Receives and screens incoming calls, refers to the Project Lead or appropriate staff, or provides information as appropriate;
- Researches, compiles and prepares confidential and sensitive reports and briefs as assigned by

the Project;

- Assists with the documentation of policies and procedures for the Unit;
- Prioritizes and follows-up on issues and concerns addressed to the Project Lead, and refers and/or responds as appropriate;
- Maintains awareness of the operating environment, including issues and concerns and briefs and updates the Director accordingly;
- Receives and screens visitors to the Project Lead's Office, provides information or access, refer to appropriate staff, takes messages and/or other action, as deemed appropriate;
- Establishes and maintains confidential files and records management systems, for both paper and electronic documents, in accordance with established policies and regulatory guidelines, to ensure confidentiality, easy retrieval, safe custody and an audit trail;
- Establishes, maintains and updates a library of journals, magazines and other relevant material;
- Performs secretarial functions for the senior staff of the Project Lead as assigned.

Required Competencies:

Core:

- Excellent verbal and written communication skills;
- Excellent planning, organizing, and time management skills;
- Well-developed interpersonal skills;
- Ability to maintain confidentiality and integrity in matters of a sensitive nature;
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people;
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines;
- Ability to work independently without close supervision;
- High level of stress tolerance;
- Attention to detail;
- Have good customer handling skills.

Technical:

- In-depth knowledge of the Ministry's policies and regulations;
- Knowledge of office management and secretarial procedures and practices;
- Knowledge of the organization and maintenance of filing systems;

- Ability to review several diverse reference sources, select and synthesize data for reports and other forms of correspondence;
- Ability to create presentations, charts, graphs, databases, and spreadsheets;
- Ability to compose routine correspondence and reports;
- Proficiency in the use of MS Office software applications including spreadsheets, word processing, presentations and database management.

Minimum Required Education and Experience:

- First Degree in Business Administration/Administrative Management or equivalent qualifications;
- At least three (3) years' working experience in Administration.

Specific Conditions Associated With the Job:

- May be required to work outside of the normal working hours;
- Normal office environment;
- Required to travel island wide to Regional Offices and schools;
- Required to possess a valid Driver's License and a reliable Motor Vehicle.

Remuneration Package:

Salary scale - \$1,577,167.00 – \$1,874,755.00 per annum along with any other allowance(s) attached to the post.

Interested persons are invited to submit an application with résumé no later than **Friday, September 17, 2021** to the address presented below.

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

Email: jobapplications@moe.gov.jm

Subject: “Administrative Assistant (GMG/SEG 1), MyHR+ Implementation, Direction and Administration”

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