



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CAREER OPPORTUNITY

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

Administrator (GMG/AM 4), Compliance and Post Audit Unit
Direction and Administration Division

Job Purpose:

Under the general supervision of the Senior Director- Compliance and Post Audit, the Administrator is responsible to support the activities of the Compliance and Post Audit by researching and entering data; preparing, collating, and distributing various documents; arranging for the procurement of goods/services and performing other general administrative functions. The Officer is also required to provide administrative and to accompany Officers.

Key Responsibility Areas:

Administrative:

- Provides proactive administrative support to the Senior Director in ensuring the efficient and effective coordination of activities and the achievement of the goals and objectives of the Unit by:
 - Managing the Senior Director's calendar and schedules and providing regular updates;
 - Arranging travel plans and itineraries;
 - Coordinating management meetings, conferences and other events;
 - Preparing and distributing agendas and packages for meetings;
 - Preparing, collating and compiling of reports.
- Provides secretarial support to the Senior Director, including:
 - Taking and transcribing dictation and taking and reproducing minutes of meetings;
 - Processing incoming and outgoing correspondence;
 - Responding to routine enquiries;

- Composing and preparing correspondence, memoranda, other documents and presentations.
- Prioritizes and follows-up on issues and concerns addressed to the Senior and refers and/or responds as appropriate;
- Receives and screens visitors to the Senior Director's Office, provides information or access, refer to appropriate staff, takes messages and/or other action, as deemed appropriate;
- Receives and screens incoming calls, refers to the Senior Director or appropriate staff, or provide information as appropriate;
- Researches Compliance related background information and literature as required;
- Organizes meetings and training workshops;
- Arranges for the procurement of stationary, office supplies and equipment for the Unit and maintains appropriate records;
- Prepares payment vouchers for goods and services procured by the Unit;
- Monitors the Attendance Register and prepares the monthly Attendance Report;
- Assists with the preparation of the Unit's budget;
- Prepares Annual Work Plan;
- Establishes and maintains files and records, electronic and hard copy, in accordance with established policies and regulatory guidelines, to ensure the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail;
- Performs other related functions assigned from time to time by the Senior Director.

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.

Technical:

- Knowledge of the Education Act and Regulations;
- Knowledge of Policies, Rules and Regulations of the MOEY&I;
- Knowledge of office management and administrative procedures and practices;
- Knowledge of the organization and maintenance of filing systems;
- Ability to undertake research on and off-line;
- Ability to compose correspondence and reports;
- Proficiency in the use of various computer applications (Microsoft Word, Excel, Access, PowerPoint).

Minimum Required Education and Experience:

- Bachelor's Degree in Business, Public Administration or Management, or equivalent qualification;
- Two (2) years' experience working in administration;
- Experience working in a regulatory and or compliance environment would be an advantage.

Specific Conditions Associated with the Job:

- Normal Office environment;
- May be required to work beyond normal hours from time to time to meet deadlines;
- Required to possess a valid Drives' Licence and a reliable vehicle.

Remuneration Package:

Salary scale - **\$1,410,802.00 – \$1,677,000.00 per annum.**

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@moey.gov.jm

Subject: “Administrator (GMG/AM 4), Compliance & Post Audit Unit, Direction and Administration”

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