



# Ministry of National Security

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## VACANCY NOTICE

Applications are invited for suitable candidates to fill the post of:

### **ADMINISTRATOR – TEAM SUPPORT (GMG/AM 2) – Not Vacant**

### **OFFENDER MANAGEMENT DIVISION**

**SALARY SCALE: \$750,866.00 - \$892,544.00**

#### **JOB PURPOSE:**

Provides administrative support to the Policy Manager, Policy Unit in the Offender Management Division, and manages the office support systems of the unit ensuring it is resourced with the relevant office equipment and supplies to facilitate the smooth running of the Unit.

**The duties and responsibilities include but are not limited to the following:**

#### **KEY RESPONSIBILITIES:**

#### **TECHNICAL/PROFESSIONAL RESPONSIBILITY AREAS:**

- Responds to routine and other correspondence as directed
- Reproduces documents as directed
- Processes incoming and outgoing correspondence and matters referred to the relevant officers
- Checks e-mails sent to the Unit and brings to the Manager items which must be dealt with at that level
- Maintains e-copy files of official correspondence received by e-mail and of other computer generated documents
- Prepares agenda and minutes for meetings and organizes relevant information and documents
- Takes minutes of meetings, reproduces and distributes them to the relevant personnel
- Conducts research relevant to the operations of the Unit.

#### **MANAGERIAL/ADMINISTRATIVE RESPONSIBILITY AREAS**

- Manages the documentation system for the Unit by maintaining the document classification system as well as other confidential documents
- Maintains departmental, sick and vacation leaves files for all staff of the unit.
- Complies and disseminates information to internal and external personnel as required
- Identifies and resolves minor problems and situations that affects the efficient flow of work within the Unit.

**REQUIRED COMPETENCIES:**

- Results orientated
- Technologically savvy
- Knowledge of Procurement Procedures

**SPECIALIZED TRAINING**

- Records Management

**MINIMUM QUALIFICATION & EXPERIENCE:**

- Certified Professional Secretary or Certificate in Management from an accredited University or equivalent qualification; and
- Certificate in Administrative Management Level 3 from MIND
- Three (3) years administrative experience

Interested persons should forward their applications and resume` **NO LATER THAN Tuesday, July 18, 2017** to the:-

Director,  
Human Resource Management & Administration  
Ministry of National Security  
4<sup>th</sup> Floor, NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Administrator/Team Support (GMG/AM 2) – Offender Management**

**Please note that we thank all for responding but only shortlisted applicants will be contacted.**