



## Ministry of National Security

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Applications are invited from suitably qualified candidates to fill the following post in the

### **INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE**

#### **ADMINISTRATIVE ASSISTANT (GMG/AM 2)**

**SALARY SCALE: \$843,432.00 – \$1,002,576.00 PER ANNUM**

#### **JOB PURPOSE:**

Under the general direction of the Senior Director, Forensic Science, the Administrative Assistant is responsible for operational coordination within the Department and administering a range of administrative support activities related to the Director's portfolio.

#### **KEY OUTPUTS**

- Director's meetings satisfactorily scheduled and coordinated;
- Telephone communication adequately managed;
- Files maintained
- Information readily retrieved and disseminated;
- Administrative policies and procedures implemented.
- Information readily retrieved and disseminated.

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

#### **KEY RESPONSIBILITIES:**

- Oversees and administers the day to day activities of the Senior Director's Office to ensure productive and efficient operation.
- Provides administrative support to the Senior Director in problem solving and in development and execution of stated goals and objectives.
- Handles directly some aspects of the Senior Director, Forensic Science correspondence by preparing drafts for vetting after research;
- Serves as a primary point of direct administration contact and liaison with other offices, individuals and external institutions and agencies.

- Monitors the progress of activities within the Division, providing background information, as well as preparing the Senior Director for participation in meetings;
- Composes and edits correspondence and/or memoranda on behalf of the Senior Director
- Schedules and coordinates meetings, special events, and/or other similar activities for the Senior Director including travel and accommodation on official trips;
- Provides information by answering questions and requests;
- Monitors stationery and other materials; orders required quantities to ensure smooth operation of the Division;
- Prepares monthly and special reports for the Senior Director;
- Keeps the Senior Director's diary up-to-date on the status of projects, assignments and Annual Reports;
- Assists in the preparation of Corporate and Operational Plan for the Department using Microsoft Excel and PowerPoint and other related software;
- Works in conjunction with staff to prepare projections and reports;
- Liaises with other Ministries and Government agencies in coordinating the Institute's programmes and projects;
- Drafts letters and memos for the Senior Director's signature;
- Drafts responses to customer complaints in respect to the services and operations of the Institute;
- Handles routine correspondence on behalf of the Senior Director by retrieving and sending correspondence from intranet and Internet;
- Routine checking of the Senior Director's email account;
- Responsible for the organizing of monthly staff meetings for the Institute;
- Performs any other related duties delegated by the Senior Director

**REQUIRED SKILLS AND COMPETENCIES:**

- Ability to create, compose, and edit written materials;
- Organizing and coordinating skills;
- Ability to maintain calendars and schedule appointments;
- Ability to communicate effectively, both orally and in writing;
- Ability to record and transcribe meeting minutes;
- Proficiency in MS Office software;
- Ability to work under pressure and meet deadlines.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Associate Degree in Administrative Management
- Certificate/Diploma in Secretarial Studies

**OR**

- Administrative Management Level 3 from a recognized institution or equivalent
- Certified Administrative Professional (CAP) designation
- Four (4) years secretarial/administrative experience in a related field; two (2) of which should be in a senior position.

Interested persons should forward their application and résumé **NO LATER THAN Friday, October 13, 2017** to the:-

**The Director - Human Resource Management & Administration  
Institute of Forensic Science & Legal Medicine  
2½ Hope Boulevard  
Kingston 6**

**Email: [Vacanciesfslab@gmail.com](mailto:Vacanciesfslab@gmail.com)**

**Fax 977-0234**

We thank all applicants for their interest in this career opportunity. Please note, however, that only short-listed candidates will be contacted.