



Ministry of National Security

VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill the post of

EXECUTIVE ASSISTANT (GMG/SEG 1)

SALARY SCALE: \$1,444,292.00 – \$1,716,809.00 PER ANNUM

JOB PURPOSE

The incumbent is responsible for providing high-level technical and administrative support in the management and coordination of activities related to the Unit. The incumbent is also required to establish mechanisms to monitor the Centre's achievement of targets and other special assignments.

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

KEY RESPONSIBILITIES

To facilitate the smooth operations of the Director's Office and provide technical and administrative support in the achievement of the Branch's objectives:

- Undertakes independent research to support the preparation of documents;
- Drafts responses to letters/documents/reports for review and sign-off of the Director;
- Coordinates meetings and other events on behalf of the Director;
- Participates in meetings, takes notes, prepares and circulate Minutes and actionable items;
- Manages and organizes the Director's diary and schedules;
- Updates the Director of travel itinerary, meetings, requests for appointments and other engagements;
- Coordinates logistics for meetings including booking of meeting room, preparation of documents and arranging for refreshments;
- Engages in pre and post meeting/engagement activities and ensures the Director is appropriately briefed for engagements;
- Follows up on Director's instructions/directives and/or requests emanating from meetings;
- Monitors email and ensures that correspondence is forwarded to Director;
- Manages physical resources, such as printers, computers, phones etc and arranges for the prompt repair or replacement of faulty equipment;

To provide exemplary customer service to stakeholders in keeping with the Ministry's Customer Service Charter:

- Replies to routine queries in respect of the Director and refers unrelated queries to the appropriate personnel;
- Maintains a listing of contact details for stakeholders.

To manage the processing and storage of documents on behalf of the Director's Office:

- Processes incoming and outgoing correspondence/files and refers to the Director for action;
- Maintains a database for tracking the movement of documents;
- Maintains an electronic and manual filing system;
- Encloses correspondence and updates Minute Sheets on respective files;

To establish mechanisms to monitor the Branch's progress in relation to projects, targets outlined in the Strategic Business & Operational Plans and other special assignments:

- Develops and maintains an internal database/framework for monitoring projects, targets and other special assignments;
- Maintains a follow-up system and liaises with the relevant personnel to ensure timely submission of deliverables;
- Drafts Quarterly/Annual Performance Reports;
- Participates in the preparation of Operational Plan/Procurement Plan/ Budget of the Director's office;

SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Ability to take and reproduce Minutes;
- Knowledge of preparing Cabinet Submissions/Notes;
- Strong organizational and management skills;
- Excellent customer service skills;
- Excellent report writing skills;
- Excellent knowledge of office administration;
- Good knowledge of records management principles;
- Knowledge of relevant Laws, Government Guidelines;
- Knowledge research principles and techniques

MINIMUM QUALIFICATION & EXPERIENCE:

- First Degree in Public Management, Business Administration or equivalent;
- At least three (3) years' experience in administrative field.
- Diploma in Administrative Management from Management Institute for National Development would be a distinct asset

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- Typical working condition;
- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, November 9, 2018** to the:-

Director, Human Resource Management & Administration
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Analyst (SOG/ST 7)

We thank all for responding but only shortlisted applicants will be contacted.