



Ministry of National Security and Peace

CAREER OPPORTUNITY

The Ministry of National Security and Peace invites applications from suitably qualified candidates to fill the post of: -

ADMINISTRATIVE ASSISTANT (GMG/AM 3) – VACANT CORPORATE COMMUNICATIONS & PUBLIC RELATIONS BRANCH

SALARY SCALE: \$2,299,817.00 – \$3,092,998.00 PER ANNUM

JOB PURPOSE:

The incumbent is responsible for assisting with the organization and management of the administrative activities related to the Branch. the Public Affairs and Communication Branch.

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

KEY RESPONSIBILITIES:

- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Organizes meetings for the Director and staff as necessitated;
- Maintains the Director's diary electronically by recording appointments, meetings visit etc. on a day-to-day basis and confirms, cancels and reschedules appointment on the Director's behalf;
- Attends meetings as required, makes notes and produces Minutes for dissemination and follow-up action;
- Manually logs receipt and dispatch of correspondence;
- Handles routine correspondence on behalf of the Director by retrieving and sending correspondence from intranet and internet;
- Receives and disseminates information on behalf of the Branch;
- Creates and maintains audit reports database with weaknesses, recommendations, management response and the implementation status of recommendations;
- Updates database with reports and documentation;
- Assists with formatting and issuance of reports and documents produced by the Director's office;
- Follows-up with Agencies/Departments to ensure the submission of documents to aid the work of the Branch;
- Drafts letters and memoranda for the Director 's signature;
- Conducts research and prepare draft responses to correspondence for vetting by the Director;
- Keeps abreast of the progress of activities within the MNS, providing background information, as well as preparing briefs for the Director for participation in meetings;
- Makes travel and accommodation arrangements for the Director when necessary;
- Prepares and disseminates internal advisories from the Director's office to internal stakeholders;
- Follows-up with entities/divisions regarding submission of management responses to communique;
- Maintains knowledge of the organization's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.
- Develops Individual Work Plan based on alignment to the overall plan for the Branch;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Ministry's goals;
- Performs other related functions assigned.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- Ability to cope well under pressured working conditions and to meet deadlines;
- General knowledge in Budget Cash Flow preparation;
- Ability to compose correspondence and reports;
- Knowledge of the principles and practices of Public Administration;
- Excellent knowledge of the Public Service Regulations, Staff Orders, Financial and Administration and Audit Act and other regulations and procedures governing the Public Sector;
- Solid dictation and transcribing skills;
- Proficient in the use of Technology;
- Oral and Written Communication;
- Team work & Co-operation;
- Job Knowledge;
- Interpersonal Skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Associate Degree in Office Administration, Administrative Management, Management Studies or Business Administration;
- Two (2) years experience in an Office Management environment.

SPECIAL CONDITIONS OF THE JOB:

- 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;
- May be required to travel locally and overseas;
- Typical working condition.

Interested persons should forward their applications and resumes **NO LATER THAN Tuesday, November 3, 2026**, to the:

Senior, Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of National Security and Peace
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Administrative Assistant (GMG/AM 3)

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

The Ministry wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Ministry.