



## **MINISTRY OF ECONOMIC GROWTH AND JOB CREATION**

### **INTERNAL JOB ADVERTISEMENT**

Applications are invited from suitably qualified candidates in the Ministry, Departments and Agencies, to fill the following position within the Climate Change Branch of this Ministry:

#### **ADMINISTRATOR (GMG/AM 3) - VACANT**

**Salary Scale: \$1,010,480.00 - \$1,201,144.00 per annum**

**JOB PURPOSE:** To provide technical and administrative duties to support the effective and efficient operations of the Climate Change Division in support of the Green Climate Fund (GCF) Project.

#### **KEY RESPONSIBILITIES AND DUTIES:**

##### ***Management/Administrative Responsibilities***

- Assists in the preparation of the Project Strategic and Operational Plans, Procurement Plans and Cash Flows
- Assists with the preparation of the Programme Budget and related budgetary programmes
- Develops Implementation Plan based on alignment with the GCF Operational and Strategic Plans
- Manages the procurement activities related to the Project
- Draft routine correspondence and communications related to GCF Project
- Keep abreast of Implementation schedule, disbursement schedule and reporting for timely submissions to GCF
- Establishes a proper filing system and maintains confidential records and files in good order
- Assists in organizing and coordinating, workshops, seminars, training sessions, exhibitions, forums conducted by the Division
- Assists with the management of the reservation schedule for the hosting of project events
- Maintains adequate levels of stationery and supplies for the execution of the project activities
- Organizes and ensures all capital goods are inventoried and related Inventory Registers are periodically updated.
- Maintains records of expenditure and reports of the GCF project.
- Arranges for the expeditious processing of bills generated.
- Prepares Requests for proposals, quotations, specification sheets and evaluation reports for the procurement of goods and services and other supplies.
- Undertakes the procurement of goods and services as per the project requirements for the Division and in collaboration with the Procurement Unit.
- Liaises with Documentation, Information & Access Services Division to assist with processing Access to Information requests for review and approval by Principal Director

- Follow up on travel arrangements

### ***Technical/ Professional Responsibilities***

- Participates in meetings, workshops, seminars and other events as needed.
- Conducts research, executes questionnaires and prepares resulting reports.
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents.
- Collates information and prepares the Monthly, Quarterly, Annual, and other special reports.
- Edits consultant report and make recommendations for disbursing payment.
- Prepares brochures, discussion papers and relevant literature for workshops and consultations
- Schedules and arranges meetings, focus groups, field visits etc., prepares background information and coordinates documents or activities that may be needed before meeting.
- Answers queries and prepares responses to requests from members of relevant committees and the general public on the Green Climate Fund
- Review and proof-read Draft and final Country Programme Strategy document
- Attends technical meetings and produces accurate Minutes, provides administrative functions for relevant Committees, including recording decisions and distributing Minutes.

### **Required Competencies:**

- Knowledge of government regulations, policies and principles including the Procurement Guidelines.
- Basic project management skills
- Methodical and analytical skills
- Planning and organizing skills
- Research and information gathering skills
- Competency in the use of Microsoft Suite of tools
- Good oral and written communication skills
- Good interpersonal skills
- Results and team oriented
- Good time management skills

### **Minimum Required Education and Experience**

A First Degree in Public/Business Administration or related discipline.

Knowledge of Climate change strategies would be an asset.

Two (2) years working experience in administration.

**OR**

Associate Degree in Public/Business Administration or related discipline.

Knowledge of climate change strategies would be an asset.

Four (4) years working experience in administration.

**We thank you for your interest, however, only shortlisted applicants will be contacted for an interview.**

All applications and resumes must be submitted on or before **July 31, 2017** to

**Senior Director, Human Resource Management & Development  
Ministry of Economic Growth and Job Creation  
7<sup>th</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5  
[human.resources@megjc.gov.jm](mailto:human.resources@megjc.gov.jm)**

**Subject: Administrator (GMG/AM 3) – Climate Change Branch**