



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

INTERNAL ADVERTISEMENT

Applications are invited from suitably qualified candidates to fill the following positions:

1. **Administrator (GMG/AM 3) - Water Policy & Monitoring Branch– NOT VACANT**
Salary scale: \$1,010,480 - \$1,201,144 per annum and any allowances attached to the post;
 2. **Liaison Administrator (GMG/AM 4) – HRM&D Branch – VACANT**
Salary scale: \$1,206,296 - \$1,433,907 per annum and any allowances attached to the post.
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1. **Administrator (GMG/AM 3)**

Job Purpose: Under the direction of the Senior Director, Water Policy and Monitoring, the incumbent is responsible for providing administrative and secretarial support for the effective functioning of the Water Policy & Monitoring Branch.

Key Responsibilities:

Technical/ Professional Responsibilities

- Conducts research and prepares reports as required on activities being performed or required to be performed within the Branch
- Drafts responses to inquiries from various stakeholders for approval by Senior Director
- Coordinates logistics, correspondence and any other general arrangements for the conducting of stakeholder consultations
- Participates in the preparation of official documents including briefs, ministry papers, notes and official submissions.
- Ensures maintenance of efficient manual and computerized systems of filing and the security of official and confidential records
- Manages and maintains the Library of the Branch in collaboration with the Information & Documentation Branch
- Prepares draft responses for Access to Information requests of the Branch for approval by the Senior Director
- Assists in the preparation of Annual Budget and Cash Flow
- Assists in the procuring of goods and services for the Branch
- Composes letters/memoranda, reports, notes and speeches from basic instructions
- Plans and ensures appropriate arrangements for the Senior Director's local and overseas trips and prepares itineraries.
- Arranges travel/accommodation for overseas or out-of-town guests being hosted by the ministry and/or the department, prepares appropriate itineraries.
- Liaises with various members of the monitored agencies for gathering and dissemination of information.
- Maintains office supplies for the Branch and distributes supplies as required
- Updates and maintains registers of attendance and leave for the Branch and prepares monthly attendance report for further submission to the Human Resource Management & Development Branch
- Request items for discussions from the relevant persons and prepares agenda for the monthly staff meetings; assists with the arrangement for other meetings as directed
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Composes minutes of meetings and seminars held by the Branch
- Receives telephone calls and visitors, makes appointments and confirms meetings

- Monitors all inquiries directed to the office and provide where possible necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Senior Director and issues reminders to ensure fulfillment;
- Prepares presentation for Senior Director's meetings based on information provided
- Performs other related duties from time to time as required

Required Skills/Competencies:

- Proficient in the use of word processing and other standard computer applications
- Good research and information gathering skills
- Good administrative and secretarial skills.
- Knowledge of central government operational procedures
- Excellent organizational skills
- Good communication skills.
- Excellent interpersonal skills
- Team and results-driven
- Confidential

Minimum Required Qualification and Experience

Diploma/Associate Degree in Administrative Management, Public Administration or related discipline, with research component
Four (4) years related experience in providing administrative services for technical areas.

2. Liaison Administrator (GMG/AM 4)

Job Purpose: Under the general supervision of the Director, Human Resource Development, the incumbent will be responsible for the administration of overseas travel and providing administrative support to the Human Resource Development (HRD) Unit.

Key Responsibilities:

I. Foreign Exchange Functions:

- Reviews application for the release of foreign exchange for the Ministry and its agencies for approval by the Permanent Secretary.
- Submits applications for overseas travel to the Cabinet Secretary for approval if it exceeds the approved limit.
- Submits to the Ministry of Finance and the Public Service appropriate justification for the release of foreign exchange for contingency purposes.
- Determines per diem rate to be applied for foreign travel.
- Advises CEOs, Managing Directors, General Managers of Agencies and Departments on foreign exchange policy guidelines.
- Liaises with the Ministry of Foreign Affairs to secure appropriate travel permits, diplomatic assistance and general information on foreign travel.
- Liaises with Consulates/Embassies to secure appropriate travel permits, diplomatic assistance and general information on foreign travel.
- Prepares costing of the officer's participation to include; registration fees, airfare, hotel accommodation, meal allowance, incidentals, contingency, visa fee warm clothing and other travel related costs.
- Liaises with hosts, sponsors and airline(s) to finalize travel arrangements.
- Prepares relevant Commitment Requisition forms and submit to the respective Programme Managers for approval.
- Advises officers via written correspondence of their entitlements and obligations to return receipts and or balances to the Finance and Accounts Division upon resumption of duties.
- Facilitate the application of foreign exchange for ministerial travel to the Ministry of Finance and Public Service for approval

- Prepares quarterly foreign exchange reports

II. Training and Other Administrative Functions

- Assists the Director, Human Resource Development in conducting training needs assessments and developing medium and long term training plans for the Ministry;
- Assists the Director to develop teaching aids, such as training handbooks and reference works;
- Assesses all information on training programmes and submits information to relevant departments;
- Ensures that all members of staff are appraised of training opportunities and that each supervisor receives information that is relevant to the development of employees;
- Coordinates the education support programme;
- Makes administrative arrangements for staff to participate in training programmes;
- Assists the Director to organize planned annual training programmes;
- Processes nominations for training courses offered by MIND and other local and overseas institutions;
- Conducts training sessions covering specified areas such as those concerned with new employee orientation, on-the-job training;
- Evaluates trainees to measure impact of training programmes on the job performance and evaluates and monitors training programme to ascertain the effectiveness of each training programme in meeting objectives
- Prepares monthly/annual report on training programmes, education programmes and scholarships programmes to be used in on-going staff developmental programmes;
- Maintains a skills inventory database to support career development and succession planning programmes;
- Produces information on individual members of staff or groups as required by the Director;
- Updates records and compiles statistical reports to evaluate performance of instructors;
- Ensures that proper programmes documentation, record keeping and materials inventory are completed and kept current;
- Develops resource base of training opportunities and teaching materials and equipment for the Section and provides a system of dissemination;
- Assists with preparing recommendations to the Ministry's HREC for approval of training matters.

Required Skills and Competencies

- Confident and able to work and engage with individuals and teams across the Ministry with a high standard of professionalism
- Excellent oral and written communication skills
- Good computing skills, competent in using Microsoft Office, intranet and internet
- Excellent planning, organizing skills and attention to detail;
- Ability to adopt a flexible and creative approach to managing challenging situations
- Willingness to develop facilitation skills (with appropriate coaching and support) to deliver ad hoc training
- Experience in a training environment and in using HR systems an advantage
- Initiative
- Team Work
- Interpersonal Skills
- Public speaking and presentation skills
- Problem solving and analytical skills

Minimum Required Skills and Competencies

- First Degree in Human Resource Management, Social Sciences – Management Studies, Public Administration, or equivalent qualifications
- A minimum of three (3) years' relevant experience in a training environment.

Please note that only shortlisted applicants will be contacted.

All applications and resumes should be submitted on or before **July 28, 2017** to

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation**

7th Floor, the Towers

25 Dominica Drive

Kingston 5

Or email:

human.resources@megjc.gov.jm