



MINISTRY OF ECONOMIC GROWTH & JOB CREATION

CAREER OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the position of **Administrator (GMG/AM 3) (vacant) (Pay Band 5)** in the Strategic Planning, Performance Monitoring, Evaluation & Risk Management Branch, salary range \$2,190,302 - \$2,945,712 per annum.

JOB PURPOSE:

To provide technical and administrative duties to support the effective and efficient functioning of the Strategic Planning, Performance Monitoring, Evaluation and Risk Management Branch.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Assists in the preparation of the Branch Strategic and Operational Plans, Procurement Plans and Cash Flows
- Assists with the preparation of the Budget for the Branch and related budgetary programmes
- Develops Individual work plan based on alignment with the Branch's Operational and Strategic Plan
- Manages the procurement activities for the Branch
- Assist with the coordination of the Branch's meetings and functions relating to the operations of the Branch.
- Participates in meetings, workshops, seminars and other events as needed.

Technical/Professional Responsibilities

- Conducts research and executes questionnaires and prepares resulting reports
- Assists in organizing and coordinating, workshops, seminars, training sessions, exhibitions, forums conducted by the Branch.
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents.
- Collates information and prepares the Monthly, Quarterly, Annual report, and other special reports for the Branch.
- Prepares resource materials such as brochures and relevant literature for workshops and courses
- Schedules and arranges meetings, focus groups, visits etc., coordinates documents or activities that may be needed before meeting.
- Answers queries and prepares responses to requests from members of relevant Committees and other relevant stakeholders.
- Secure Conference Rooms, multimedia equipment and other devices/resources for meetings/functions.
- Maintain confidential records and files.
- Maintains adequate levels of stationery and supplies for the Branch.
- Undertakes the procurement of equipment and supplies for the Branch 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 Senior Director
- Attends technical meetings and produces accurate Minutes, provides administrative functions for relevant Committees, including recording decisions and distributing minutes.
- Prepares requests for proposals, quotations, specification sheets and evaluation reports for the procurement of equipment and other supplies.
- Manages and maintains inventory records for all goods, equipment and furniture reposed in the Branch.
- Organizes and ensures all existing and new furniture, equipment and other goods are marked and related inventory registers are updated.
- Maintains records of income and expenditure reports of the Branch.
- Arranges for the expeditious processing of bills generated.

Other Responsibilities

- Performs other related duties as assigned

REQUIRED COMPETENCIES:

- Good oral communication
- Good written Communication
- Customer and quality focus
- Excellent Teamwork and cooperation
- Excellent Interpersonal Skills
- Ability to work under pressure
- Confidential
- Knowledge of GoJ Procurement policies and guidelines.
- Use of technology- relevant computer applications such as Microsoft Office Suite
- Excellent Secretarial Skills
- Knowledgeable of research methodologies

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Associate degree in Public/Business Administration or related discipline
 - One (1) year working experience in a similar capacity
- OR**
- Diploma in Business Administration or related discipline
 - Two (2) years working experience in a similar capacity
- PLUS**
- Five (5) CSEC subjects including English and Mathematics or a numerical subject.

All applications along with resumes should be submitted on or before Tuesday April 25, 2025 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

Subject: Administrator (GMG/AM 3)

Do ensure that the post title is included in the subject line.

Please note that only shortlisted applicants will be contacted.