

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) invites suitably qualified persons to apply for the following positions:

- 1. ADMINISTRATIVE ASSISTANT (GMG/AM 2) (Not Vacant) in the Management Information System Branch** – for a period of six (6) months in the first instance with salary at the rate of \$986,421 – 1,172,544.00 per annum.

JOB SUMMARY

To provide efficient and effective administrative support services to the Director, Management Information System to ensure effective and efficient operations of the Branch.

KEY RESPONSIBILITIES

- Communicates all users requests for assistance to the relevant Unit Head in the MIS Division;
- Records electronically all software and user licenses acquired by the Ministry;
- Creates and maintains a software library;
- Provides administrative support to Head of the Division, including production of correspondence, data analysis, spreadsheets and reports etc.
- Facilitates communication and dissemination of information among MIS staff and with external correspondents including coordination of bulk mailings;
- Schedules and organize meetings, and maintain calendars.
- Establishes, supervises and maintains an appropriate filing system for the recording and easy retrieval of information;
- Monitors and Maintains Security Access Control System;
- Monitors the logs of all mails/files that comes directly to the Director;
- Maintains a database for tracking bills (telephone, internet etc);
- Maintains a Closed User Group database, liaise with service provider on behalf of the MoJ and its portfolio Agencies and Departments;
- Monitors and maintains the “third copy” files for correspondence sent out of the MIS Division;
- Types reports, correspondence, memos, forms, agendas;
- Co-ordinates activities for a variety of meetings, attends meetings, take notes and prepares minutes;
- Receives dictation, transcribe and present error free documents
- Follows up on the directives given and requests made by the Director MIS.
- Co-ordinates procurement activities on behalf of the MIS division for goods and supplies Assists with the preparation of the annual budget of the Division;
- Researches and provides information to the Director, MIS to facilitate the preparation of critical reports;
- Reproduces confidential and other urgent correspondence and deals with urgent mail, faxes and emails as directed.

REQUIRED COMPETENCIES

Core

- Good written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and cooperation
- People Management skills

- Customer and Quality Focus
- Time management skills

Technical

- Proficient in relevant computer applications
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Knowledge of the Staff Orders and Public Service Regulations (1961)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma/Certificate in Business Studies/Public Administration/Computer Technology;
- Formal training in the area on Information Technology;
- Plus at least three (3) years' Secretarial experience.

- 2. ADMINISTRATOR (GMG/AM 4) (Not Vacant) in the Justice Policy Analysis and Development Unit**
 – for the period **October 30, 2020 to February 12, 2021** with salary at the rate of \$1,410,802 - \$ 1,677,000 per annum.

JOB SUMMARY

To provide administrative support to the Senior Director Justice Policy Analysis and Development in order to ensure that the operations of the Branch are effective and efficient in relation to communications and work assignments between the Senior Director and his/her direct reports, the Permanent Secretary, the Ministry's Agencies, other government entities, regional and international bodies and the general public.

KEY RESPONSIBILITIES

- Liaises with Senior Heads of Sections and personnel outside of the Directorate to facilitate administrative support;
- Establishes, supervises and maintains an appropriate filing system for the recording and easy retrieval of information ;
- Oversees the logs of all mails/files that come directly to the Senior Director Justice Policy Analysis & Development ;
- Oversees and maintains the "third copy" files for correspondence sent out by the Senior Director Justice Policy Analysis & Development ;
- Types reports, correspondences, memos, forms, agendas etc. proof reads documents for accuracy, completeness, and conformity with established formats;
- Coordinates activities for a variety of meetings; attends meetings and prepares minutes;
- Ensures that all documents and papers are adequately prepared for dispatch;
- Assists in the budget preparation process for the Division;
- Screens visitors and phone calls intended for the Senior Director Justice Policy Analysis & Development and refer them to the appropriate personnel in the event of his/her absence or unavailability;
- Follows up on the directives given and requests made by the Senior Director Justice Policy Analysis & Development;
- Compiles, stores and retrieves management data;
- Researches and provides information to the Senior Director Justice Policy Analysis & Development in the preparation of reports;
- Monitors the financial performance of the Branch, and provide regular updates to the Senior Director Justice Policy Analysis & Development ;
- Maintains electronic folders containing calendar and contacts;
- Assists in the preparation of Corporate and Operational Plans for the Directorate;

- Maintains the Senior Director Justice Policy Analysis & Development diary regarding appointments, meetings, conferences, visits etc. on a day to day basis. Confirms, cancels and reschedules appointments on the Senior Director Justice Policy Analysis & Development behalf;
- Composes letters and memos based on general instruction;
- Arranges meetings, workshops, conferences involving local and international stakeholders;
- Makes arrangements for local and overseas travel for Senior Director Justice Policy Analysis & Development ;
- Takes dictation and reproduces confidential and other correspondence;
- Ensures that telephone bills are reconciled and payments made in respect of personal calls;
Attends administrative meetings on the instructions of the Senior Director Justice Policy Analysis & Development ;
- Arranges for the printing, photocopying, binding and dispatch of documents produced;
- Designs and maintains an effective general filing system;
- Manages the re-order levels of stationery and office supplies for the Division;
- Prepares resource materials and packages for participants of seminars, workshops and retreats spearheaded by the Senior Director Justice Policy Analysis & Development;
- Performs any other duties as assigned.

REQUIRED COMPETENCIES

Core

- Good written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and cooperation
- People Management skills
- Customer and Quality Focus
- Time management skills

Technical

- Proficient in relevant computer applications
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Ability to compose and edit written material;
- Good Records Management Skills;
- Excellent typing skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Business Administration, or
- Diploma/Certificate in Business Studies/Public Administration;
- Plus at least three (3) years' Secretarial experience.

3. ADMINISTRATOR (GMG/AM 4) (Contract) in the Restorative Justice Centre Westmoreland –with salary at the rate of \$1,410,802 - \$ 1,677,000 per annum.

JOB SUMMARY

To provide administrative support to the Justice Centre.

KEY RESPONSIBILITIES

- Serves as a liaison officer for the Parish Managers to acquire relevant information;

- Takes and transcribes notes and produces documents;
- Schedules and coordinates meeting/training/workshops at the Centre;
- Proof reads documents for accuracy, completeness and conformity to established formats;
- Coordinates activities for a variety of meetings, attends meetings, take notes and prepares minutes;
- Reproduces confidential and other urgent correspondence and deals with urgent mail, faxes and emails as directed;
- Researches and provides information to facilitate the preparation of critical reports;
- Provides customer care support to clients;
- Performs any other related duties as assigned.

REQUIRED COMPETENCIES

Core

- Good written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and cooperation
- People Management skills
- Customer and Quality Focus
- Time management skills

Technical

- Proficient in relevant computer applications
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Ability to compose and edit written material;
- Good Records Management Skills;
- Excellent typing skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Business Administration, or
- Diploma/Certificate in Business Studies/Public Administration;
- Plus at least three (3) years' Secretarial experience.

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor

no later than Friday, August 14, 2020 to:

Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

Email: careers@moj.gov.jm

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.