

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit a suitably qualified person to fill the position of **Administrative Assistant (GMG/AM 3)**- in the Safety and Security Management Unit (**vacant**), salary range \$ 1,753,837.00 to \$ 2,358,715.00 per annum.

JOB PURPOSE

Under the general direction of the Director, the Administrative Assistant is responsible for providing general administrative and secretarial support to the Section. The Administrative Assistant will provide general technical and administrative support, including managing, organizing and coordinating the workflow of the Branch; implementing and maintaining administrative/filing systems, procedures and policies, as well as monitoring assigned administrative projects as determined by the Director.

KEY RESPONSIBILITIES

- Manages calendar for the Branch/Section which includes but is not limited to scheduling appointments, coordinating meeting rooms and preparations including refreshments, where applicable;
- Maintains office workflow, analyses operating practices and systems and recommends improvements; and implements agreed changes to increase in the Branch's efficiency;
- Provides support to members of the Team on specific projects as agreed with the director;
- Prepares and modifies documents including correspondences, reports, drafts, memos and emails; takes and transcribes dictation, and composes and prepares confidential correspondence, technical reports, and other complex documents;
- Assists with the logistical operations of the Branch with respect to the duties assigned including organization and administration of meetings and other events, by providing agendas and keeping written records of discussions and key decisions; and undertakes associated research and follow-up actions as required;
- Conducts research and prepares draft summaries/presentations as required;
- Screens incoming calls and correspondence and responds independently when possible;
- Maintains electronic and hard copy filing systems, creates and maintains database and spreadsheet files and manages the Branch's intranet filing system, performs data entry and scan documents;
- Makes travel arrangements including researching and coordinating itineraries, visa requirements, accommodation and other related activities for the Branch; compiles documents for travel related meetings;
- Schedules and attends Branch and committee meetings, prepares minutes and ensures follow-up actions are done, reproduce, distribute and maintain records of minutes accordingly;
- Exhibits good courtesy to scheduled and unscheduled visitors;
- Opens, sorts and distributes incoming correspondence, assists in preparing outgoing mail and correspondence, including e-mail and faxes and updates section mail register;
- Attends meetings externally as may be required for the purpose of minute taking, conducting research, compiling supporting documents and related tasks;

- Maintains equipment register; ensures completion of scheduled preventive maintenance and arranges repairs;
- Maintains office supplies for the section by monitoring stock levels, placing and expediting orders through the Office Services Manager, if required, and verifying receipt of supplies.

REQUIRED COMPETENCIES

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Ability to compose correspondence and reports

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Associate Degree or Diploma in Office Administration, Administrative Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in an Office Management environment.

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 Monday February 6, 2023 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.