

## 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 Finance & Accounts Division (**not vacant**), salary range \$ 1,753,837.00 to \$ 2,358,715.00 per annum.

#### JOB PURPOSE

Under the general direction of the Principal Finance Officer, the Administrative Assistant provides high level technical and administrative support services that enhance the Principal Finance Officer's Office and the operations of the Division in general. The Administrator analyses technical reports and provides briefings for urgent attention of PFO, as well as, undertaking research and special projects to support the work of the Division.

#### KEY RESPONSIBILITIES

- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, consultations, conferences, interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Permanent Secretaries and other stakeholders as directed;
- Takes minutes/notes; composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action minutes of meetings/consultations; follows up on actions to be taken;
- Prepares requisition forms for the procurement of goods and service;
- In collaboration with the PFO drafts corporate/operational plan, budgetary provisions for the administration of the division;
- Coordinates the preparation and timely advancement of cabinet submission; track the processing of these submissions;
- Ensures cabinet decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the PFO with Executive management, FAD Directors, staff, external clients /customers stakeholders and others, on matters related to the PFO's Office;
- Functions as a liaison for smooth communication between the PFO's Office and internal divisions/branches in a manner that serves to maintain credibility, trust and support with senior management and staff;
- Works closely with the PFO to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondences addressed to the PFO; and routes correspondence and documents as appropriate to allow for the efficient operation of the Division;
- Researches, prioritizes, and follows up on incoming issues and concerns escalated to the PFO including those of a complex, sensitive or confidential nature and refer or follow up on response as appropriate;
- Conducts on-line and off-line research at the request of the PFO;

- Ensures a confidential files and records management systems, electronic and hard copy, is established and maintained in accordance with established policies and generally accepted professional standards;
- Ensures the ongoing maintenance of office equipment and of an adequate inventory of office supplies;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the division's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

### 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

- Bachelor's Degree 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 Wednesday February 17, 2023 to:*  
**Director, Human Resource Management and Development**  
**Ministry of Justice**  
**61 Constant Spring Road,**  
**Kingston 10**  
**Email: [careers@moj.gov.jm](mailto:careers@moj.gov.jm)**

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