



Ministry of  
Education & Youth

ICO 26 - 15



## CAREER OPPORTUNITY

**JOB TITLE :**

**ADMINISTRATIVE ASSISTANT (GMG/AM 3) - VACANT**  
**PORT ANTONIO REGIONAL OFFICE, REGION 2 & BROWN'S TOWN REGIONAL OFFICE, REGION 3**

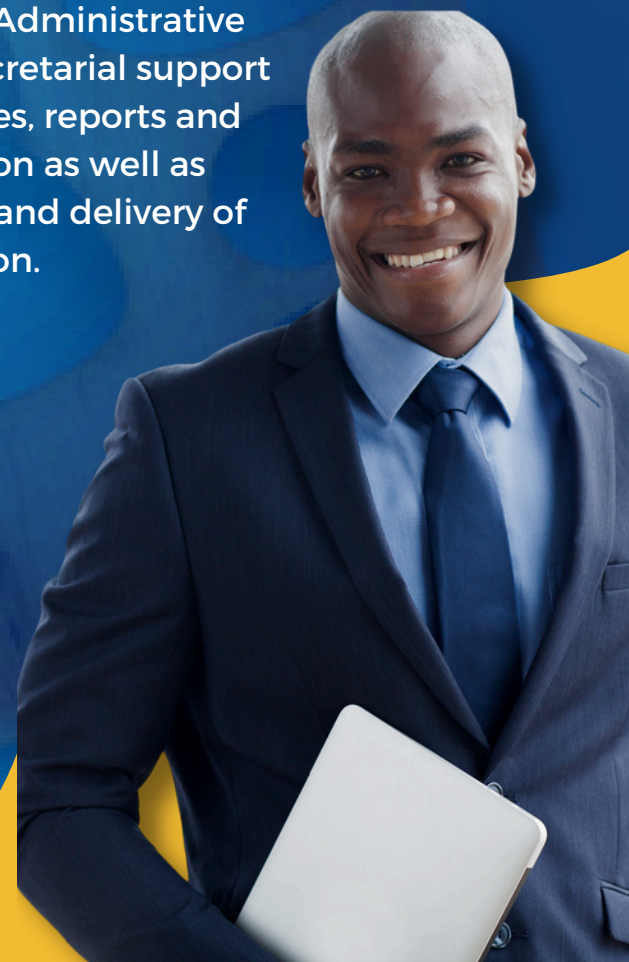
Under the general direction of the Regional, Financial Controller, the Administrative Assistant is responsible for providing proactive administrative and secretarial support in coordinating activities, scheduling appointments, preparing Minutes, reports and briefs undertaking projects related research and compiling information as well as handling queries, in ensuring the efficient and effective coordination and delivery of services and the achievement of the goals and objectives of the Section.

### REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree in Business/Public Administration or equivalent;
- Three (3) years working experience in an administrative/secretarial position

### REMUNERATION PACKAGE:

Salary Scale: \$\$2,190,302.00 to \$2,945,712.00 per annum  
(GMG/AM 3) Salary Scale, Band 5,





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5983. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN TUESDAY, FEBRUARY 17, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT  
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION  
2 -4 NATIONAL HEROES CIRCLE,  
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES  
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION  
REGIONAL EDUCATIONAL SERVICES  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Administrative Assistant
<b>JOB GRADE:</b>	GMG/AM 3
<b>POST NUMBER:</b>	
<b>BRANCH:</b>	Regional Educational Services
<b>SECTION:</b>	Regional Financial Management
<b>REPORTS TO:</b>	Regional, Financial Controller
<b>MANAGES:</b>	N/A

**Strategic Objectives of the Branch:**

To provide support services to ensure the Ministry of Education & Youth policies are implemented and executed within the Region and Schools for which they are responsible.

**Job Purpose:**

Under the general direction of the Regional, Financial Controller, the Administrative Assistant is responsible for providing proactive administrative and secretarial support in coordinating activities, scheduling appointments, preparing Minutes, reports and briefs undertaking projects related research and compiling information as well as handling queries, in ensuring the efficient and effective coordination and delivery of services and the achievement of the goals and objectives of the Section.

**Key Outputs:**

- Region's annual Operational Plans, Budgets and reports compiled
- Calendar/schedules created/maintained
- Travel plans/itineraries/meetings coordinated/arranged
- Correspondence/documents/presentations composed/prepared/processed/dispatched/followed-up
- Research conducted & data analysed/synthesized
- Reports prepared/collated/edited

- Minutes recorded, transcribed and distributed
- Files and records management system implemented/maintained
- Inventory of stationery maintained
- Monthly Travel Allowance forms prepared and submitted
- Visitors/phone calls received/screened/responded to
- Requests for information processed/provided

### **Key Responsibility Areas:**

#### **Technical / Professional Responsibilities**

- Provides proactive administrative and clerical support to the Regional Financial Controller in ensuring the efficient and effective coordination of activities and the achievement of the goals and objectives of the Section by:
  - Compiling monthly and annual budgets, operational plans and reports;
  - managing calendar and schedules and providing regular updates
  - arranging travel plans and itineraries
  - coordinating meetings, conferences and other events
  - preparing agendas and packages for meetings
  - Provides clerical support to the Regional Financial Controller, including:
    - taking and reproducing Minutes of meetings
    - processing incoming and outgoing correspondence
    - responding to routine enquiries
    - composing and preparing correspondence, memoranda, other documents and presentations
    - photocopying, fax and mailing
- Acts as the chief liaison between the Regional Financial Controller's Office, staff and the public;
- Assists in compiling, collating, editing and preparing confidential and sensitive reports;
- Undertakes research and drafting of policies and procedures;
- Prioritizes and follows-up on issues and concerns addressed to the Regional Financial Controller and refers and/or responds as is appropriate;
- Receives and screens incoming calls and visitors, provides information or access, takes messages or refer to appropriate staff, as deemed appropriate;
- Keeps abreast of the policies, procedures and practices of the Ministry to be able to respond appropriately to enquiries, complaints or issues;
- Ensures security and procedural guidelines are strictly observed so as to safeguard the confidentiality of documents;
- Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the Regional Financial Controller's Office;
- Establishes and maintains confidential files and records, electronic and hard copy, in accordance with established policies and regulatory guidelines, to ensure the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail;
- Maintains an adequate inventory of office supplies and leave and attendance records;

- Prepares Officers' monthly Travel Allowance forms for submission;
- Performs any other related duties assign by the Regional Financial Controller.

### **Performance Standards:**

- Annual and monthly budget & operational plans compiled in accordance to accounting standards;
- Calendars, schedules, itineraries are efficiently coordinated and maintained and the Regional Financial Controller updated in a timely manner;
- Reports, correspondence, agendas, and other documents are appropriately formatted and accurately prepared in a timely manner;
- Research, collation and analysis of data/information is thorough and serves as a reliable input in the decision-making process;
- Meetings and events are efficiently and effectively coordinated to ensure the achievement of meeting objectives;
- Minutes of meetings are accurately prepared and circulated/submitted in a timely manner;
- Tact, sensitivity, diplomacy, discretion and professionalism is exercised in the screening of calls and visitors, giving out of information, and dealing with people;
- Confidentiality of information and communication, oral and written, is always maintained;
- Priorities are determined and tasks scheduled to meet deadlines;
- The Regional Financial Controller is updated in a timely manner on the status of issues, assignments and matters requiring urgent attention;
- Record-keeping and administrative systems are established and maintained that ensures the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail;
- Proactive, timely and effective assistance is provided in the administration of the affairs of the Section.

### **Internal and External Contacts (specify purpose of significant contacts:**

#### **Contacts Internal to the organisation:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Schools' HRM&A	Provide and obtain information
Educational Institutions	Provide and obtain information
Regions Heads	Provide and obtain information
Teaching Staff	Provide and obtain information
Members of staff	Provide and obtain information
Internal Auditors	Provide and obtain information

#### **Contacts external to the organisation required for the achievement of the position objectives:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Ministry of Finance & the Public Service	For collaboration and to share information
Chairman of the School Boards	To provide clarification and information

Financial Institutions	To provide and obtain information
Suppliers	Procurement of goods and services
External Auditors	Provide information

### **Required Competencies:**

#### **Core:**

- Excellent interpersonal, written and verbal communications skills
- Excellent planning, analytical and organizational skills
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines
- Ability to work independently without close supervision
- Ability to demonstrate a high level of professionalism and confidentiality
- Attention to detail
- Ability to multi-task
- Maintain confidentiality and integrity in matters of a sensitive nature

#### **Technical:**

- Knowledge office procedures and practices
- Proficiency in the use of computer systems and the relevant applications
- Knowledge of budget preparation/accounting principles
- Knowledge of Ministry of Education & Youth operation and functions
- Knowledge of Staff Orders and Public Service Regulations
- Ability to compose correspondence and reports
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of documentation

### **Minimum Required Education and Experience:**

- Associate Degree in Business/Public Administration or equivalent
- Three (3) years working experience in an administrative/secretarial position

#### **Authority To:**

- Schedule & cancel appointments
- Organize meetings
- Access confidential documents/information
- Order stationery

**Specific Conditions Associated with the Job:**

- Normal office environment
- Required to work beyond normal working hours