



Ministry of Education, Skills, Youth and Information

CAREER OPPORTUNITIES DIVISION OF SCHOOLS' SERVICES OFFICE OF THE CEO

JOB TITLE : ADMINISTRATIVE ASSISTANT (GMC/AM 4)- VACANT

JOB PURPOSE:

Under the general supervision of the National Coordinator, Schools Safety & Security, the Administrative Assistant is responsible for providing proactive administrative and secretarial support to the National Coordinator, in facilitating the efficient and effective coordination and delivery of services and the achievement of the Section's goals and objectives. The incumbent is responsible for ensuring that a comprehensive database of safety and security matters for schools is designed, implemented, and maintained.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Social Sciences or related discipline with at least three (3) years related working experience;
OR
- Associate Degree in Administration/Management Studies or equivalent with at least Four (4) years related working experience;

REMUNERATION PACKAGE:

\$2,803,771.00 - \$3,770,761.00 per annum





CO 25-259



Ministry of Education, Skills, Youth and Information **CAREER OPPORTUNITIES**

Interested persons are invited to submit applications and résumés addressed to the following no later than Friday, January 9, 2026:

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.](#)

The job description is attached.



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
DIVISION OF SCHOOLS SERVICES
JOB DESCRIPTION AND SPECIFICATION- (Proposed)

JOB TITLE:	Administrative Assistant
JOB GRADE:	
POST NUMBER:	
DIVISION:	Division of School Services /Office of the CEO
BRANCH:	Safety & Security
REPORTS TO:	National Coordinator , Safety & Security
MANAGES:	N/A

Job Purpose

Under the general supervision of the National Coordinator, Safety & Security, the Administrative Assistant is responsible for providing proactive administrative and secretarial support to the Director, in facilitating the efficient and effective coordination and delivery of services and the achievement of the Section's goals and objectives. The incumbent is responsible for ensuring that a comprehensive database of safety and security matters for schools is designed, implemented, and maintained.

Key Outputs:

- Annual Work Plan prepared
- Calendar/schedules created/maintained
- Travel plans/itineraries/meetings coordinated/arranged
- Meetings coordinated/managed
- Minutes of meetings taken, transcribed and disseminated.
- Research conducted and reports prepared
- Correspondence/documents/presentations composed/prepared/processed/dispatched/followed-up
- Dictation taken/transcribed
- Tracks appointment/visits /requests for information and takes follow up action required
- Visitors/phone calls received/screened/responded to

- External requests for information processed/provided
- Record-keeping and administrative systems established/maintained
- Data collected and databased maintained and up-to-date

Key Responsibility Areas:

Technical / Professional Responsibilities

- Provides proactive administrative support to the National Coordinator , Schools Safety& Security in ensuring the efficient and effective coordination of activities by:
 - managing the National Coordinator calendar and schedules, and providing regular updates
 - coordinating meetings, conferences and other events
 - preparing agendas and packages for meetings
 - reviewing and editing reports
 - arranging travel plans and itineraries
- Provides secretarial support to the National Coordinator, including:
 - taking and transcribing dictation and taking and reproducing minutes of meetings
 - processing incoming and outgoing correspondence
 - responding to routine enquiries
 - composing and preparing correspondence, memoranda, other documents and presentations
- Acts as the chief liaison between the National Coordinator Office, staff and the public;
- Tracks safety & security issues and critical incidents, and keeps the National Coordinator up to date;
- Arranges community stakeholders meeting on behalf of the National Coordinator for Safety and Security;
- Researches, compiles and prepares confidential and sensitive reports and briefs as assigned by the National Coordinator;
- Prioritizes and follows-up on issues and concerns addressed to the National Coordinator, and refers and/or responds as appropriate;
- Receives and screens visitors to the Office, provides information or access, refer to appropriate staff, takes messages and/or other action, as deemed appropriate;
- Receives and screens incoming calls, refers to the National Coordinator or appropriate staff, or provide information as appropriate;
- Undertakes data collection relating to safety and security matters and maintain an up-to-date database;
- Establishes and maintains confidential files and records management systems, for both paper and electronic documents;
- Establishes, maintains and updates a library of journals, magazines , newspaper clippings and other relevant material/data;
- Participates in the revision, development and dissemination of policies, procedures and regulations
- Prepares monthly reports on the Branch's activities.

Other

- Required to perform other related responsibilities that may be assigned from time to time

Performance Standards:

- Calendars, schedules, itineraries are efficiently coordinated and maintained, and the National Coordinator updated in a timely manner;
- Reports, correspondence, agendas, and other documents are efficiently prepared in a timely manner;
- Meetings and events are efficiently and effectively coordinated to ensure the achievement of objectives;
- Minutes of meetings and dictation transcribed are accurately, prepared and circulated/submitted in a timely manner;
- Tact, sensitivity, diplomacy, discretion and professionalism are exercised in the screening of calls and visitors, giving of information, and dealing with persons;
- Confidentiality of information and communication - oral and written- is maintained at all times;
- Priorities are determined and tasks scheduled to meet deadlines;
- Research conducted, reports prepared are thorough and conclusions sound;
- The National Coordinator 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 ensure the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail;

Internal and External Contacts (specify purpose of significant contacts):**Contacts Internal to the organisation:**

Contact (Title)	Purpose of Communication
Regional Director	Re provision of information and arrangements for meetings, conferences, seminars, etc.
Executive/Senior Management	Re provision of information and arrangements for meetings
DSS Staff	To obtain/receive information

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

Contact (Title)	Purpose of Communication
Ministry of Education, Skills, Youth & Information and its Agencies	To provide/request information
The Public	Collaboration and to provide information
Suppliers of goods and providers of services.	To obtain information/ follow up on procurement matters/issues
HOD/Government Agencies & Ministries	To obtain/receive information

Required Competencies:**Core**

- Excellent verbal and written communication skills
- Excellent planning, organizing, and time management skills
- Well-developed interpersonal skills
- Ability to maintain confidentiality and integrity in matters of a sensitive nature
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines
- Ability to work independently without close supervision
- Tolerance for high levels of stress
- Attention to detail

Technical

- Knowledge of office management and secretarial procedures and practices
- Knowledge of the Policies, Procedures, Regulations of the MOESY&I
- Knowledge of the organization and maintenance of filing systems
- Ability to review several diverse reference sources, select and synthesize data for reports and other forms of correspondence
- Ability to create presentations, charts, graphs, databases, and spreadsheets
- Ability to compose routine correspondence and reports
- Proficiency in the use of MS Office software applications including spreadsheets, word processing, presentations and database management

Minimum Required Education and Experience

- Bachelors Degree in Administrative Management, Public Administration or related discipline
- OR**
- Certified Professional Secretary (CPS) designation, / CAM Certificate from MIND **with**
 - Five (5) years of proven experience in an administrative or secretarial capacity

Authority to:

- Access confidential information
- Accord priority status to incoming correspondence which require urgent action
- Exercise discretion in the screening of calls and visitors
- Respond to queries and offer advice and direction in the absence of the National Coordinator;

Specific Conditions associated with the job:

- Normal Office environment
- May be required to work beyond and outside normal working hours in meeting deadlines or in providing support services at meetings and events.