



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

ADMINISTRATOR (GMG/AM 2) - VACANT EDUCATION PLANNING SECTION PLANNING & DEVELOPMENT DIVISION

JOB TITLE :

Under the supervision of the Senior Director, Planning and Development, the Administrator (GMG/AM 2) is responsible for providing administrative support to the Planning and Development Division to facilitate its smooth functioning and meeting of its targets.

REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree in Business Studies with 3 years 'experience in Administrative Duties;
- Three (3) years' working experience in a similar position

REMUNERATION PACKAGE:

Salary Scale: \$1,711,060.00 to \$2,301.00 per annum
Pay Band 7





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CO 26-50

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN TUESDAY, APRIL 14, 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, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Administrator
JOB GRADE:	GMG/ AM2
POST NUMBER:	
DIVISION:	Planning and Development
REPORTS TO:	Senior Director Planning and Development
MANAGES:	N/A

Job Purpose

Under the supervision of the Senior Director, Planning and Development, the Administrator is responsible for providing administrative support to the Planning and Development Division to facilitate its smooth functioning and meeting of its targets.

Key Outputs:

- Attendance and leave records maintained
- Registry files/inventory maintained
- Requisitions for procurement of goods and services prepared
- Stationery/supplies/equipment obtained and issued
- Equipment maintained
- Office space maintained/secured
- Personnel files/records maintained
- Inputs to the budget obtained
- Updates provided on the budgetary allocations.

Key Responsibility Areas:

- Assists in the preparation of Division's Annual Budget
- Monitors staff members leave applications
- Maintains and monitors attendance records of staff

- Maintains and updates Leave Cards
- Prepares monthly reports
- Monitors office equipment and reports malfunctioning equipment to relevant Unit
- Prepares and maintains upkeep and travel (mileage) allowance records
- Prepares and monitors requisitions for the purchase of goods and/or services
- Maintains inventory of supplies received and distributed
- Provides updates on the use of budgetary allocations
- Performs other related duties assigned by the Senior Director

Performance Standards:

- Administrative functions of the Division is managed in an efficient and effective manner in order to ensure:
 - Targets and deadlines are established and met
 - Accurate information is provided to Officers of the Division on a timely basis
 - Accurate Attendance and Punctuality Reports prepared and submitted on a timely basis
 - Leave and other related records are accurately maintained and readily available
 - Inventory of supplies accurately maintained.
 - Equipment is maintained good working condition

Internal and External Contacts (specify purpose of significant contacts:

Within the Division

Contact (Title)	Purpose of Communication
Staff of the Division	To obtain / provide information
Human Resource Management & Administration	To obtain/provide information

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

Contact (Title)	Purpose of Communication
Suppliers of goods and services	To obtain quotations
Income Tax Department	collaboration
Ministry of Finance, Planning & the Public Service	To obtain/ share information.
External Auditors	collaboration

Required Competencies:

Core

- Strong word processing skills
- Good oral and written communication skills
- Good judgment and initiative exercised
- Excellent interpersonal skills

- Good organizing skills
- Ability to demonstrate a high level of initiative, professionalism and confidentiality

Technical

- Sound knowledge of procurement procedures
- Good knowledge of budgeting
- Excellent knowledge of office procedures
- Sound knowledge of Microsoft Office Suite

Minimum Required Education and Experience

- Associate Degree in Business Studies with 3 years' experience in Administrative Duties
- Three (3) years' working experience in a similar position

Authority:

- To recommend goods for procurement

Specific Conditions associated with the job

- May be required to work beyond normal hours from time to time to meet deadlines