



Ministry of Education, Youth, Skills and Information

CAREER OPPORTUNITIES CORPORATE SERVICES DIVISION HUMAN RESOURCE DEVELOPMENT SECTION

**JOB TITLE : ADMINISTRATIVE ASSISTANT (GMG/AM 3)- NON-VACANT
HUMAN RESOURCE DEVELOPMENT SECTION**

JOB PURPOSE:

Under the direction supervision of the Director, Human Resource Development, the Administrative Assistant is responsible for providing proactive administrative, secretarial and clerical support, in ensuring the efficient and effective coordination and delivery of services and the achievement of the training and development goals and objectives of the Section.

REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree in Administration/Management Studies or equivalent with at least two (2) years related working experience

Or

- Diploma in Public Administration or Management Studies; With Three (3) years' experience in administration

REMUNERATION PACKAGE:

\$2,190,302.00- \$2,945,712.00 per annum





Ministry of Education, Youth, Skills and Information
CAREER OPPORTUNITIES

Interested persons are invited to submit applications and résumés addressed to the following no later than Tuesday, October 21, 2025:

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 & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Administrative Assistant
JOB GRADE:	GMG/AM 3
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services/ Human Resource Management & Development Branch
SECTION:	Human Resource Development
REPORTS TO:	Director, Human Resource Development
MANAGES:	N/A

Job Purpose:

Under the direction supervision of the Director, Human Resource Development, the Administrative Assistant is responsible for providing proactive administrative, secretarial and clerical support, in ensuring the efficient and effective coordination and delivery of services and the achievement of the training and development goals and objectives of the Section.

Key Outputs:

- Calendar/schedules created/maintained
- Itineraries/meetings/training sessions coordinated/arranged
- Correspondence/documents/presentations composed/prepared/processed/dispatched/followed-up
- Reports prepared/collated/edited
- Dictation taken/transcribed
- Visitors/phone calls received/screened/responded to
- Requests for information processed/provided
- Files/database/administrative systems established/maintained

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Provides administrative support to the Director, including:
 - managing calendar and schedules and providing regular updates
 - arranging travel plans and itineraries
 - coordinating meetings and making arrangements for training
 - preparing agendas and packages for meetings
 - reviewing and editing reports
- Provides secretarial and clerical support to the Director, 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 and mailing
- Procures training materials for use in training programmes, as requested;
- Assists with the research and preparation of policies and procedures relating to training and development;
- Prioritizes and follows-up on issues and concerns addressed to the Director and refer and/or respond as appropriate;
- Receives and screens incoming calls and visitors, provides information or access, takes messages or refer to appropriate staff, as deemed appropriate;
- 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;
- Processes cheque requests, expense advances and other routine requisitions to pay bills, clear expenses and/or order supplies;
- Procures and maintains an adequate inventory of office supplies and stationary;
- Maintains leave and attendance records of staff within the Section and prepare monthly Attendance Report to be submitted the Employee Relations and Benefit section;
- Maintains knowledge of HRM&D systems, policies, procedures and practices so as to be able to respond appropriately to enquiries, complaints or issues;
- Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the Director's Office;
- Required to perform other related responsibilities that may be assigned by the Director from time to time.

Performance Standards:

- Calendars, schedules, itineraries efficiently coordinated and maintained and the Director updated in a timely manner;
- Training materials and office stationary and supplies adequately maintained and timely procured in accordance to GOJ procurement guidelines;

- Reports, correspondence, agendas, and other documents appropriately formatted, accurate and prepared in a timely manner;
- Meetings and events efficiently and effectively coordinated so as to ensure the achievement of meeting objectives;
- Minutes of meetings are accurate and prepared and circulated/submitted in a timely manner;
- Tact, sensitivity, diplomacy, discretion and professionalism 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 maintained at all times;
- Priorities are determined and tasks scheduled to meet deadlines;
- The Director 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:

Contact (Title)	Purpose of Communication
Executive/Senior Management	Re request/provision of information/data and arrangements for meetings
Procurement staff	Re procurement of goods and services related issues
Finance and Accounts staff	Re payments for goods and services
Regional Offices & Agencies	Re request/provision of information/data and arrangements for meetings
Internal Auditors	To 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	Re provision of services and related payments
Training Institutions; Ministry of Foreign Affairs	Re receipt and provision of information on scholarships and training
Ministry of Foreign Affairs and Embassies	To provide and receive information on scholarships and training
Training Institutions	To receive and provide information on scholarships and training
Office of the Services Commissions	To receive guidance and provide information
External Auditors	To provide 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
- High level of stress tolerance
- Attention to detail

Technical:

- Knowledge of the Education Act and Regulations and relevant policies and procedures
- Knowledge of office management clerical and administrative procedures and systems
- Ability to undertake research and select, synthesize and analyze data for reports and other forms of documentation
- 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:

- Associate Degree in Administration/Management Studies or equivalent with at least two (2) years related working experience

Or

- Diploma in Public Administration or Management Studies;
- With Three (3) years' experience in administration

Authority To:

- Access confidential information
- Accord priority status to incoming correspondence which require urgent action

- Respond to queries and offer advice and direction in the absence of the Director

Specific Conditions Associated with the Job:

- Normal working condition
- Required to work beyond and outside normal working hours in meeting deadlines or in providing support services at meetings and events.