



Ministry of Education, Skills, Youth and Information

CAREER OPPORTUNITIES HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT BRANCH

JOB TITLE : **ADMINISTRATOR (GMC/AM 4) - NON VACANT**
(JULY 7, 2025 TO JULY 25, 2025)

JOB PURPOSE

Under the direct supervision of the Senior Director, Human Resource Management & Development, the Administrator is responsible for providing high-level administrative support and management to the Senior Director's office; the responsibilities include preparing the budget for the Senior Director's office, conducting research/investigations in matters, drafting reports and briefs, and handling and solving critical queries.

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 25-101



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 Tuesday, July 1, 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:	Administrator
JOB GRADE:	GMG/AM 4
POST NUMBER:	
DIVISION:	Corporate Services
BRANCH:	Human Resource Management & Development
REPORTS TO:	Senior Director – HRM&D
MANAGES:	N/A

Job Purpose:

Under the direct supervision of the Senior Director, Human Resource Management & Development, the Administrator is responsible for providing high-level administrative support and management to the Senior Director's office; the responsibilities include preparing the budget for the Senior Director's office, conducting research/investigations in matters, drafting reports and briefs, and handling and solving critical queries.

Key Outputs:

- Division's Budget, Corporate Reports, Unit Plans, Operational Plans and Quarterly Reports compiled
- Division's Budget prepared
- HR related matters investigated
- Participants notified of upcoming meetings
- Attendance Register maintained
- HR related researches conducted
- Visitors/phone calls received/screened/responded to
- External requests for information processed/provided
- Record-keeping and administrative systems established/maintained
- Confidential documents safeguarded
- Briefs & reports drafted

Key Responsibility Areas:

Technical / Professional Responsibilities

- Compiles the Branch's Budget, Corporate Reports, Unit Plans, Operational Plans and Quarterly Reports for submission;
- Liaises with Ministries/Departments/Division or Unit/Regional Offices/Agencies and other organization on matters pertaining to the Division;
- Prepares the budget for Senior Director's Office; consults with the Senior Director in order to collect the necessary information, define the anticipated goals of the office, determine the anticipated income, expenditure for the year, and determine how the funds will be expended;
- Conducts investigations and reports findings on human resources matters as directed by the Senior Director;
- Assumes duties as recording secretary at the Branche's Heads of Units monthly meetings and Disciplinary Hearings as directed;
- Notifies participants of upcoming meetings and dispatches all the relevant documents prior to the meeting;
- Maintains Attendance Register, ensuring that established guidelines are adhered to and submits Monthly Attendance Reports to the Employee Relations & Benefits Section;
- Communicates instructions, decisions and advice from the Senior Director to internal and external stakeholders;
- Communicates directly on behalf of the Senior Director with the Permanent Secretary, staff, external stakeholders and others, on matters related to the Senior Director's initiatives;
- Functions as liaison for smooth communication between the Senior Director's office and internal divisions in a manner that serves to maintain credibility, trust and support with senior management and staff;
- Receives and screens visitors and incoming calls to the Senior Director's Office; provides information or access; refers to appropriate staff; and/or take other action as deemed appropriate;
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Senior Director, including those of a sensitive or confidential nature and refer or respond as appropriate
- Maintains awareness of the Ministry's operating environment, including issues and concerns, and briefs and updates the Senior Director accordingly;
- Ensures that the Senior Director well informed of upcoming commitments and responsibilities and follows-up as appropriate;
- Ensures security guidelines are strictly observed so as to safeguard the confidentiality of documents in the Senior Director's office;
- Establishes and maintains confidential files and records management systems, electronic and hard copy, in accordance with established policies and generally accepted professional standards;
- Keeps abreast of the policies, procedures and practices of the Ministry to be able to respond appropriately to enquiries, complaints or issues;
- Researches, prioritizes and follows up on urgent issues requiring the attention of the Senior Director;
- Drafts Reports and briefs for the Senior Director as is requested.

Performance Standards:

- The Senior Director's desk is properly maintained, Budgets accurately and timely prepared, correspondence are appropriately logged and dispatched and queries are answered in the required time;
- The Senior Director's is apprised of all scheduled activities in a timely manner;
- The Minutes of meetings are recorded, correctly transcribed and circulated to the relevant persons by the stipulated time;
- The budget for the Senior Director's Office is properly prepared in the prescribed format and submitted by the due date;
- Meetings are coordinated and properly arranged, the relevant documents distributed and the attendees informed by the stipulated time;
- Accurate, comprehensive reports are prepared in the required format and submitted by the due date;
- Investigates and researches conducted are thorough and timely;
- Monthly Attendance Register efficiently maintained and Reports timely and accurately prepared;
- Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the Senior Director's Office;
- Tact, sensitivity, diplomacy, discretion, professionalism and good judgment are exercised in the screening of calls and visitors;
- 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;
- Meeting notifications are accurate and timely disseminated to relevant participants.

Internal and External Contacts (specify purpose of significant contacts:

Contacts within to the Ministry:

Contact (Title)	Purpose of Communication
Staff (Head Office and Regional)	Re provision of information and arrangements for meetings, conferences, seminars, etc.
Executive/Senior Management	Re provision of information and arrangements for meetings
Financial Management Division	To provide and receive information on behalf of Senior Director
Employee Relations & Benefits Branch	Re Attendance Reports
Agencies	To provide and receive information on behalf of Senior Director
Internal Auditors	To provide information

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

Contact (Title)	Purpose of Communication
Office of the Cabinet	To receive & obtain information
Office of the Services Commissions	To receive & obtain information
Ministry of Finance and the Public Service	To receive & obtain information

Contact (Title)	Purpose of Communication
Unions	To receive & obtain information
Professional Bodies	To receive & obtain information
General public	Receive information and answer queries

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:

- 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;

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 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.