



## Ministry of Education, Skills, Youth and Information

### CAREER OPPORTUNITIES CORPORATE SERVICES DIVISION

**JOB TITLE :** **TECHNICAL ASSISTANT (GMC/SEG 1) - VACANT**

#### **JOB PURPOSE**

Under the general direction of the Principal- Director Corporate Services, the Technical Assistant is responsible for providing high-level technical and strategic coordination and interface among the organizational units in the central Ministry to enhance the efficiency of the Principal Director's office and the operations of the Division in general. The Technical Assistant analyses technical reports and provides briefings for urgent attention to the Principal Director, as well as, undertaking research and special projects to support the work of the Division.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Management Studies, Public/Business Administration, or related social sciences with Two (2) years' experience in a fast-paced Office/Operational Management Administrative environment.

#### **REMUNERATION PACKAGE:**

**\$3,501,526.00- \$4,709,163 per annum**





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## 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**

<b>JOB TITLE:</b>	Technical Assistant
<b>JOB GRADE:</b>	GMG/SEG 1
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Corporate Services
<b>REPORTS TO:</b>	Principal Director
<b>MANAGES:</b>	N/A

**Job Purpose:**

Under the general direction of the Principal- Director Corporate Services, the Technical Assistant is responsible for providing high-level technical and strategic coordination and interface among the organizational units in the central Ministry to enhance the efficiency of the Principal Director's office and the operations of the Division in general. The Technical Assistant analyses technical reports and provides briefings for urgent attention to the Principal Director, as well as, undertaking research and special projects to support the work of the Division.

**Key Outputs:**

- Division's Budget, Corporate Reports, Unit Plans, Operational Plans prepared
- Research related to corporate services functions undertaken
- Briefs/updates on technical issues/concerns/appointments/commitments provided
- Stakeholder relationships managed
- Corporate services outputs monitored and evaluated
- Special projects undertaken
- Reports, technical, papers and publications prepared
- Requests for information researched/provided
- Technical advice provided
- Individual work plan developed

**Key Responsibility Areas:**

**Technical / Professional Responsibilities**

- Researches and critically analyses a range of issues including, but not limited to corporate services matters to guide the decision-making processes of the division in support of the efficient management of the Ministry;
- Provides technical and administrative support to the Principal Director, Corporate Services;

- Manages the preparation of correspondence, briefings, reports, presentations and documents to ensure high quality and achieved within the set timeframes;
- Examines and quality assures documents prepared by MDAs for the signature of the Principal Director, Corporate Services and Permanent Secretaries;
- Responds to routine queries by analyzing reports/relevant documents and preparing responses accordingly;
- Manages routine correspondence, draft responses and redirect by the Principal Director
- Provides technical support to the Principal Director as requested, collect and collate information from internal and external stakeholders;
- Prepares agendas, papers and minutes, monitor and undertake follow up actions;
- Monitors and reviews outstanding technical issues to ensure that matters are drawn to the attention of the Principal Director, Corporate Services in a timely fashion;
- Plans and executes corporate services related projects as determined by the Principal Director;
- Represents the corporate services division in all forms of communication, maintaining good working relationships and networks with internal and external stakeholders, outside contractors and clients;
- Demonstrates a strong customer service focus and quality communication and output in all interactions with key stakeholders and external contacts

#### Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Prepares for review and disseminate general communication to staff of the MoEY
- Maintains records using established process in the office of the Principal Director
- Schedules meetings with internal and external stakeholders
- Coordinates internal and external reports
- Manages the annual submissions to the office of the Integrity Commission
- Compiles and submits quarterly reports to the Office of the Services Commissions.
- Coordinates the process of securing identification cards for staff
- Compiles and submits budget and other reports for the Division
- Maintains customer service principles, standards and measurements.
- Builds and maintains positive relationships with internal and external stakeholders;
- Proactively keep up to date with issues that may impact the corporate services division and stakeholders and actively participate as a team member, contributing to and undertaking special projects and activities, as required;
- Maintains knowledge of the division's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.
- Drafts reports, correspondences and briefs for the Principal Director as is requested.

#### **Performance Standards:**

- Corporate Services research and analysis managed are evidence-based and completed in timelines agreed;
- Stakeholder relationships managed in a positive and harmonious manner;
- Corporate services outputs monitored and evaluated in keeping with the sound M& E principles and agreed timeframes;
- Special projects undertaken in accordance with the established principles, practices and agreed timeframes;
- Reports, correspondence, agendas, and other documents prepared and circulated in an efficient and timely manner;



- Communication between the Principal Director's office, internal divisions/Branches and external stakeholders is conducted in a manner that serves to maintain the credibility, trust and support of senior management and staff;
- Updates provided in a timely manner on the status of issues, assignments and matters requiring attention;
- Reports are prepared in prescribed format, are accurate and are prepared and submitted in a timely manner;
- Cabinet submissions reviewed, developed and advanced in a timely manner and in accordance to established standards;
- Cabinet decisions actioned in a timely manner;
- Research conducted is thorough and findings and conclusions sound;
- Tact, sensitivity, diplomacy, discretion, professionalism and good judgment is exercised in the screening of calls and visitors and giving out of information;
- Confidentiality of information and communication, oral and written, is maintained at all times;
- Technical advice are grounded in evidence and provided in a timely manner.

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

**Contacts within to the Ministry:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
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:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
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
Unions	To receive & obtain information
Professional Bodies	To receive & obtain information
General public	Collaborate on matters, exchange information, provide advice and seek feedback

**Required Competencies:**

**Core:**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills

- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

**Technical:**

- Good knowledge of Corporate Services or Operations Management principles and practices in the GOJ;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Working knowledge of the format of cabinet submission and the approval process
- Excellent keyboarding dexterity;
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the section;
- General knowledge in budget cash flow preparation;
- Knowledge of office management and administrative procedures and practices;
- Knowledge of the principles and practices of public administration;
- Knowledge of research and statistical methods and techniques;
- Ability to compose correspondence and reports.

**Minimum Required Education and Experience:**

- Bachelor's Degree in Management Studies, Public/Business Administration, or related social sciences with Two (2) years' experience in a fast-paced Office/Operational Management Administrative environment.

**Authority To:**

- Access confidential information
- Process Payments
- Schedule meetings
- Draft documents;
- Order Stationery & Office Supplies
- Schedule Principal Director's Diary

**Specific Conditions Associated with the Job:**

- Normal office working condition
- Required to work beyond and outside normal working hours in meeting tight deadlines, which will result in high degrees of pressure.
- Required to travel to meetings to support the Principal Director, as applicable
- Required to possess a valid Driver's License