



CO 25-130



**Ministry of Education, Skills, Youth and Information**  
**CAREER OPPORTUNITIES**  
**MONTEGO BAY REGIONAL OFFICE-REGION 4**

**JOB TITLE :**

**ADMINISTRATIVE ASSISTANT (GMG/AM 2)**  
**REGIONAL HUMAN RESOURCE MANAGEMENT SECTION**

**JOB PURPOSE:**

Under the direction of the Snr. Human Resource Manager, the Administrative Assistant is responsible for providing proactive administrative support to the Manager. The Administrative Assistant coordinates the activities of the office, organizes meetings, and manages/monitors the Human Resource Manager's calendar, drafts reports and other documentations; undertake research on special projects to support the work of the Section and to allow for the efficient delivery of Human Resource services to the stakeholders.

**REQUIRED EDUCATION AND EXPERIENCE**

- Bachelors Degree in Administrative Management, Public Administration or related discipline
- Five (5) years of proven experience in an administrative or secretarial capacity

**REMUNERATION PACKAGE:**

**\$1,711,060.00- \$2,301,186.00 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 Monday, October 6, 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 & INFORMATION  
REGIONAL EDUCATIONAL SERVICES  
JOB DESCRIPTION AND SPECIFICATION (Proposed)**

<b>JOB TITLE:</b>	Administrative Assistant
<b>JOB GRADE:</b>	(to be determined)
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Regional Educational Services Division
<b>SECTION/UNIT:</b>	Schools' Human Resource Management/Human Resource Management
<b>REPORTS TO:</b>	Snr. Human Resource Manager - HRM
<b>MANAGES:</b>	N/A

**Job Purpose**

Under the direction of the Snr. Human Resource Manager, the Administrative Assistant is responsible for providing proactive administrative support to the Manager. The Administrative Assistant coordinates the activities of the office, organizes meetings, and manages/monitors the Human Resource Manager's calendar, drafts reports and other documentations; undertake research on special projects to support the work of the Section and to allow for the efficient delivery of Human Resource services to the stakeholders.

**Key Outputs**

- Calendar/schedules created/maintained
- Itineraries/meetings coordinated/arranged
- Visitors/phone calls received/screened/routed/responded to
- Incoming issues researched/prioritized/processed/referred/followed-up
- Snr. Human Resource Manager briefed/updated on issues/concerns/appointments/commitments
- Special projects undertaken
- Requests for information researched/provided
- Administrative systems established/maintained
- Annual work plan prepared

## **Key Responsibility Areas**

### **Technical/Professional Responsibilities**

- Maintains schedules and coordinates calendar activities and provides updates;
- Works closely with the Manager to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Performs the following duties relating to recruitment of staff at the Human Resource Management Office:
  - Sits on interview panels for secretarial staff; at times
  - Participates in orientation for new recruits for Administrative Assistant positions.
- Develops and maintains a filing system for the Manager's office that allows security and speedy retrieval of information.
- Assists in organising Staff Meetings and other ad hoc meetings -
  - Arranging venue and informing participants;
  - Preparing agenda and other relevant documents;
  - Recording, reproducing and distributing minutes.
- Collates and checks completed documents to ensure accuracy and compliance with Government of Jamaica Policies and Regulations, Trade Union and Staff Agreements.
- Processes all correspondences addressed to the Manager ; and routes correspondence and documents as appropriate to allow for the efficient operation of the Section;
- Researches, prioritizes, and follows up on incoming issues and concerns escalated to the Manager including those of a complex, sensitive or confidential nature and refer or follow up on response as appropriate;
- Conducts on-line and off-line research at the request of the Manager;
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Ensures the ongoing maintenance of office equipment and of an adequate inventory of office supplies;
- Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the Section's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

### **Management/Administrative Responsibilities**

- Develops Individual Work Plans based on alignment to the Section's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;

#### **Other**

- Required to perform other related responsibilities assigned from time to time.

#### **Performance Standards**

- Calendars, schedules, itineraries are efficiently coordinated and maintained, and the Manager 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 so as to ensure the achievement of meeting objectives;
- Minutes of meetings and dictation transcribed are accurate, 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 time;
- Priorities are determined and task schedules to meet deadlines;
- Research conducted, reports prepared are thorough and conclusions sound;
- The Manager is updated in a timely manner on the status of issues, assignments and matters requiring urgent attention;
- Record-keeping and administrative system are established and maintained that ensure the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and audit trail.

#### **Internal and External Contacts (specify purpose of significant contacts)**

##### **Within the Ministry of Education**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Regional Directors	Re provision of information

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

Contact (Title)	Purpose of Communication
Accountant General	Collaboration and to provide information
Organizations	Re provision of information

**Required Competencies****Core**

- Excellent verbal and writing communication skills
- Excellent planning, organizing, and time management skills
- Well-developed interpersonal skills
- Ability to maintain confidentiality and integrity in matter of a sensitive nature
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to determine priorities and schedule and structure task in order to meet deadlines
- Ability to work independently without close supervision
- High level of stress tolerance
- Attention to detail

**Technical**

- In-depth knowledge of Human Resource Management
- Knowledge of office management and secretarial procedures and practices
- 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
- Five (5) years of proven experience in an administrative or secretarial capacity

**Authority**

- 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 Manager

**Specific Conditions Associated With the Job**

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