

OFFICE OF THE CABINET

Career Opportunity

The Office of the Cabinet is inviting applications from suitably qualified persons to fill the post of **Cabinet Recording Secretariat Officer (GMG/SEG 1) (2 Posts) (Vacant; Not Vacant)** in the Cabinet Recording Secretariat of the Cabinet Support and Policy Division. Salary range \$1,502,063 - \$1,785,481 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Cabinet Recording Secretariat, the Cabinet Recording Secretariat Officer is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned. In carrying out these duties the Officer will record the proceedings of Cabinet and Cabinet Committee meetings as assigned, handle highly classified information and documents, prepare Cabinet and Cabinet Committee agendas and related documentation, and facilitate the timely circulation to Ministries prior to scheduled meetings.

Key Responsibilities Areas:

- Attends meetings, records deliberations and produces accurate Minutes of Cabinet and Cabinet Committee meetings as assigned;
- Summarizes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Produces Minutes in a timely manner for vetting by the Director;
- Prepares and circulates Agendas, Cabinet Submissions and Notes and other documents for meetings to Cabinet Ministers and other officials prior to meetings;
- Compiles and collates Minutes and Cabinet Decisions for circulation to Cabinet Ministers and other officials;
- Maintains the records management system for classification, filing, storage, retrieval and disposal of Cabinet documents, ensuring proper storage and easy retrieval of confidential documents;
- Develops electronic copy of Minutes for storage in electronic filing system;
- Research electronic database and hard copy collections to retrieve information as requested;
- Coordinates the logistic arrangements for the dispatch of Cabinet documents to Ministries and other stipulated Departments of Government;
- Makes the necessary arrangements for booking of meeting rooms, and refreshments for Cabinet Committee meeting;
- Prepares, lists and maintains daily records of Submissions and Notes and submits to the Director, the Cabinet Secretary, and the Chief Technical Director;
- Maintains register of documents for Cabinet Committee assigned; processes and circulates documents to committee members;
- Maintains record of Destruction Certificates for Cabinet documents;
- Controls distribution and maintains record of Cabinet Ministers' security bags and boxes;
- Manages the flow of correspondence and makes necessary referrals to ensure the timely response to requests;
- Responds to routine queries from Permanent Secretaries and other Government officials and refers unusual requests to the Director;
- Provides information on the procedures involved in the conduct of Cabinet and Committee meetings; and
- Participates in the development of training material on Cabinet meeting processes.

Required Knowledge/Skills/Competencies

- Excellent note-taking, Minutes and report writing skills;
- Excellent listening and recording skills;
- High level of reading fluency and writing proficiency;
- Attention to detail;
- Excellent interpersonal and communication skills;
- High levels of integrity and confidentiality;
- Excellent grasp of the English Language;
- Strong editing and proof-reading skills;
- Ability to exercise discretion and sound judgment;
- Ability to work under pressure and to meet deadlines;
- Ability to effectively work in a team environment;

- Good coordination and organisational skills;
- Ability to work outside of regular work hours;
- Knowledge of records management systems;
- Ability to communicate orally and in writing in a clear and concise manner; and
- Ability to summarise high level policy discussions.

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in English, History or related discipline;
- Experience in report writing would be an asset;
- Knowledge of the procedures and protocol for the conduct of Cabinet and its Committee meetings would be an asset; and
- Three (3) years' experience performing similar duties.

Special Conditions Associated with the Job:

- May at times be required to work long hours and on weekends
- Long hours sitting in meetings and at computer station

Applications accompanied by résumé should be submitted **no later than Friday, January 24, 2020** to:

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

We thank you all for responding; however, only short-listed applicants will be contacted.