

# OFFICE OF THE PRIME MINISTER

## Career Opportunity

The Office of the Prime Minister is inviting applications from suitably qualified persons to fill the position of **Executive Assistant (GMG/SEG 1), Pay Band 7 (Vacant) in the Information, Communication and Technology Division, Office of the Prime Minister**; salary range is \$3,501,526- \$4,709,163 per annum.

### **Job Purpose**

The Executive Assistant will assist the Chief Technical Director with administrative duties by providing a wide variety of complex and confidential administrative and secretarial support; and communicating information on behalf of the Chief Technical Director to members of the public, stakeholders in the Information and Communications Technology (ICT) and Science, Technology and Innovation Sectors, Chief Executives Officers, Heads of Agencies and other senior executives of private businesses and industries, regional and international agencies to ensure the smooth and effective operation of the office.

### **The duties and responsibilities include, but are not limited to the following:**

- Assists with the preparation of the Division's Operational Plan and Budget;
- Manages the office by relieving the Chief Technical Director of routine requests and matters;
- Ensures that all official obligations are met, by arranging meetings, conferences and ensuring that all relevant parties are advised and arrangements are made;
- Provides the necessary administrative support to ensure effective management of the ICT Division;
- Coordinates the Chief Technical Director's schedule;
- Opens, sorts, and distributes incoming correspondence, including faxes and email;
- Monitors matters that have been passed to directors/desk officers for action, ensuring that they are pursued to finality, and apprise the Chief Technical Director of the results;
- Liaises with staff in ministries, department and agencies (MDAs), as well as, the private sector entities to arrange meetings and other businesses on behalf of the Chief Technical Director;
- Keeps records of all deadlines that have to be met and important matters that have been dealt with, bringing them to the attention of the Chief Technical Director and interfacing with the officers and departments concerned to ensure that the deadlines are observed;
- Handles the daily administrative functions of the office of the Chief Technical Director and manages the time lines for all upcoming projects, issues, and reports and commitments.
- Follows established rules and procedures in responding to requests and queries and redirecting items and/or visitors to other staff members;
- Reviews and summarizes miscellaneous reports and documents;
- Prepares background documents and outgoing mail as necessary;
- Handles incoming and outgoing electronic communications on behalf of the Chief Technical Director;
- Receives and screens incoming telephone calls to the Chief Technical Director, providing friendly and professional greeting, directing calls, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses and responds where appropriate;
- Provides accurate word-processing support by composing and/or editing a variety of documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Proof-reads all outgoing reports, documents and correspondence for spelling, grammar and layout appropriateness, making appropriate changes as necessary;
- Develops and maintains a well-organized filing system that permits easy reference and rapid retrieval of information;
- Studies and analyses submissions to the Chief Technical Director and where appropriate, deals with them or otherwise brings them to early attention so that they can be addressed without delay;
- Manages local and overseas travel arrangements for the Chief Technical Director;
- Arranges and schedules appointments for the Chief Technical Director as requested, and preparing documents for meetings as appropriate;
- Prepares agendas, attends meetings and ensures that the minutes are taken, transcribed and distributed as required;
- Arranges meetings, workshop and training events;
- Assists in drafting Cabinet Submissions and Cabinet Notes, as well as, other documents as directed by the Chief Technical Director;
- Researches and collates information for briefing of the Chief Technical Director;
- Prepares routine monthly reports, and other reports as directed from time to time;
- Performs other related duties and responsibilities as may be determined by the Chief Technical Director from time to time.

## **REQUIRED COMPETENCIES**

- Integrity and Confidentiality;
- Good organization and planning skills;
- Strong problem solving and decision making skills
- Excellent oral and written communication skills;
- Legislation, Regulations and Policies;
- Excellent interpersonal and customer service skills;
- Research Methodology and good analytical skills;
- Client and Quality Focus/Commitment to Service Quality;
- Excellent networking and relationship-building skills and ability to function as a team player and works harmoniously with a diverse group of people at various levels externally and internally;
- Knowledge of standard office practices and procedures;
- Knowledge of the operation of standard office equipment;
- Knowledge of government policies and procedures;
- Shorthand/note taking skills of at least 100wpm.
- Proficient in the use of Microsoft Office Suite (Word, PowerPoint, Excel and Outlook).

## **Minimum Required Qualification and Experience**

- BSc. Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from an accredited tertiary institution; plus;
- At least three (3) years' experience in related field.

Applications accompanied by résumés should be submitted **no later than Thursday, May 30, 2024**, to:

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10.  
Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Further details of the post may be obtained from the Office of the Prime Minister's website [www.opm.gov.jm](http://www.opm.gov.jm).

**Please note that only shortlisted applicants will be contacted.**