



## MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

### ACTING OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the post of **Administrator (GMG/AM 4) (Not Vacant)** in the **Corporate Services Division** with salary range of \$2,803,771 - \$3,770,761 per annum.

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#### **Job Purpose**

To assist the planning and execution of the programme of activities for the office of the Principal Director, Corporate Services and provide administrative and secretarial support to aid the fulfilment of the office's role in providing direction and in translating operationally the corporate objectives of the ministry.

#### **Key Responsibility Areas**

##### ***Management/Administrative***

- Develops with guidance from the Principal Director, Corporate Services a set of operational objectives and guidelines for the operations of the office.
- Establishes a Yearly Planner as tool to guide the long and short-term planning of the Principal Director, Corporate Services and to aid maintenance of major appointments and deadlines.
- Develops and maintains an efficient manual and computerised records management systems.
- Develops individual work plan for review by Principal Director, Corporate Services.

##### ***Technical***

- Organizes and manages the Principal Director, Corporate Services schedule, monitors and updates planned programmes, activities and appointments.
- Conducts research and prepares reports/briefs.
- Drafts briefs as required.
- Processes incoming and outgoing correspondence in with established guidelines, which includes updating of correspondence database.
- Responds to routine correspondence as directed.
- Composes letters/memoranda with minimum /general instructions.
- Scans photocopies and email documents as directed by the Principal Director, Corporate Services.
- Assembles and disseminates information to internal and external stakeholders as requested.
- Pursues appropriate follow-throughs to ensure matters are attended and appraises the Principal Director, Corporate Services appropriately.
- Organizes meetings hosted by the Principal Director, Corporate Services
- Prepares Agenda for meetings and complies relevant meeting documents and ensures follow-through with post-meeting actions and decisions
- Prepares Minutes of meetings and distributes in accordance with established guidelines
- Assesses calls to the Director's office. Ascertains and initiates appropriate actions.
- Screens and hosts all visitors coming to the Principal Director, Corporate Services and makes referrals to appropriate staff.
- Ensures an efficient computerised and manual systems of filing for the office and the secure maintenance of official and confidential records.
- Conducts research and compiles and provides information/files as required.

- Participates in planning and organising ministry functions and ceremonies.
- Plans and ensures appropriate arrangements for the Principal Director, Corporate Services local and overseas trips as well as prepares itineraries.
- Assists the maintenance of effective liaisons with ministry personnel, sector interests, external organisations and the media.

### **Required Knowledge, Skills and Competencies**

#### ***Technical***

- Highly organised.
- Sound background in administrative or office management.
- Excellent secretarial skills.
- Sound research skills.
- Experienced in working with senior management.
- Knowledge of central government operational procedures.
- Proficient in the use of standard computer applications.

#### ***Core***

- Excellent communication and interpersonal skills.
- Good problem-solving skills.
- Team and results oriented.
- Possesses initiative and tact.
- Astute and confidential.

### **Minimum Required Education and Experience**

- Bachelors of Science Degree Diploma in Business Administration or any other relevant discipline; plus
- One (1) year of related working experience in an Administrative Management position or any other related position.

**OR**

- Associates Degree in Business Administration or any other relevant discipline; plus
- Successful completion of the Certificate Administrative Management (CAM), Level 3 at the Management Institute for National Development at (MIND); plus
- Three (3) years of related working experience in an Administrative Management position or any other related position.

**OR**

- Diploma in Business Administration or any other relevant discipline; plus
- Successful completion of the Certificate Administrative Management (CAM), Level 3 at the Management Institute for National Development at (MIND); plus
- Five (5) years of related working experience in an Administrative Management position or any other related position.

Applications along with résumé are to be submitted no later than **August 5, 2026** to:

Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Infrastructure Development  
The Towers, 7<sup>th</sup> Floor  
25 Dominica Drive  
Kingston 5

Or

Email - [human.resources@megid.gov.jm](mailto:human.resources@megid.gov.jm)

Please indicate the title of post that you are applying for as the subject.

We thank all for applying, however, only shortlisted applicants will be contacted.