



MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the **vacant** post of **Administrative Assistant (GMG/AM 3)** in the **Corporate Communications and Public Relations Branch, Ministry of Economic Growth and Infrastructure Development**, salary range \$2,190,302.00 - \$2,945,712.00 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting directly to the Director, Corporate Communications and Public Relations, the incumbent is responsible for providing administrative support in ensuring the effective and efficient functioning of the Branch.

Key Responsibility Areas:

Management/Administrative Responsibilities

- Develops individual work plan in alignment with the Branch's Operational Plan.
- Assists in the preparation of Branch's Strategic, Operational, Procurement, and Financial Plans.
- Prepares reports, as required.
- Manages office operations to ensure the efficient and effective functioning of the Branch

Technical Responsibilities

- Maintains the Director's calendar and coordinates appointments and meetings.
- Receives calls and visitors and directs to the appropriate officer for resolution.
- Responds to queries from relevant stakeholders and the general public.
- Conducts research and collates data.
- Assists with the coordination and dissemination of information/documents to relevant stakeholders.
- Manages the logging, dispatching and tracking of internal and external correspondence for the Branch.
- Manages and maintains the Branch's client information database.
- Collaborates with the Information and Communication Technology Branch to ensure the Ministry's website and intranet are current and relevant documents/information are accessible.
- Maintains an effective and current filing system for speeches, statements, news releases, digital output archives and related documents to facilitate easy retrieval and access.
- Assists in arranging media coverage for events, activities, and programmes of internal and public interest.
- Assists with the procurement of goods, services, and equipment for the Branch.
- Monitors and maintains stock levels of stationery and office supplies within the Branch.
- Processes routine matters and requests.
- Fosters and maintains positive working relationships with internal and external customers of the Branch.

Required Knowledge, Skills and Competencies

Core

- Excellent written and oral communication skills.
- Customer and client focused.
- Teamwork and cooperation.
- Initiative
- Integrity
- Confidentiality
- Excellent interpersonal skills.
- Detail-oriented
- Time Management Skills

Technical

- Data collection and analytical skills.
- Proficiency in the use of Microsoft Office Suite and other related information systems.
- Knowledge of basic procurement procedures.
- Understanding of GoJ office practices and procedures.
- Sound knowledge of appropriate filing and record-keeping procedures, physically and electronically in keeping with GoJ RIM policy and record keeping guidelines.

Minimum Required Education and Experience

- Associate's degree in Business Administration or any other relevant discipline; plus
- Successful completion of the Certificate Administrative Management (CAM), Level 2 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 2 at the Management Institute for National Development at (MIND); plus
- Four (4) years of related working experience in an Administrative Management position or any other related position.

Applications accompanied by résumés should be submitted **no later than June 30, 2026, to:**

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

Email: human.resources@megid.gov.jm

Please note that only shortlisted applicants will be contacted.