



MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the **vacant post of Administrator (GMG/AM 3)** in the **National Spatial Data Management Branch**, salary range, \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post.

Job Purpose:

To provide administrative support to ensure the effective and efficient functioning of the National Spatial Data Management Branch

Key Responsibility Areas:

Management/Administrative Responsibilities

- Assists with the coordination and administrative preparation of the Branch Strategic Business and Operational Plans, Procurement Plans, Budget, and Cash Flows.
- Develops Individual work plan aligned to the Branch's Operational Plan.
- Conducts staff appraisals for direct reports.
- Monitors and follows up on action items for LICJ and its Advisory Board to ensure timely completion.
- Maintains records management and other filing systems to support the Branch's operations.

Technical/ Professional Responsibilities

- Drafts and administers questionnaires and prepares resulting reports.
- Coordinates logistical and administrative arrangements for meetings, workshops, seminars, training sessions, forums, and related activities executed by the Branch.
- Prepares correspondence, reports, presentations, and other supporting materials/ documents for the Branch's activities.
- Assists with the procurement of goods and services.
- Performs administrative and secretarial services to the Land Information Council of Jamaica, including:
 - Scheduling LICJ and its sub-committee meetings;
 - Preparing agendas;
 - Preparing minutes of meetings for circulation; and
 - Preparing briefs and reports for committee matters.
- Responds to routine queries and requests from members of the LICJ, Government agencies, stakeholders, and the general public.
- Maintains adequate levels of stationery and supplies for the Branch and its activities.
- Assists with the procurement of goods, services, equipment and supplies in collaboration with the Public Procurement Branch.
- Maintains inventory records/registers for all goods, equipment and furniture in the Branch.
- Prepares and maintains invoices, petty cash, expenditure statements, and related financial documentation.
- Facilitates the processing of operational bills (e.g. utility, electrical etc.) generated.
- Ensures the cleanliness of office environment.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and initiates corrective actions when necessary.
- Participates in the recruitment of staff and recommends transfers, promotions, terminations, and leave in accordance with established human resource policies and

procedures.

- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring, and coaching.
- Facilitates the welfare and development of Staff in the Branch.
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment, and commitment.
- Contributes to the development and implementation of a succession planning framework in collaboration with the HRM&D Branch.

Required Knowledge, Skills and Competencies

Core

- Excellent Oral and written communication skills
- Excellent Interpersonal skills
- Results and team oriented
- Excellent Customer Relations skills
- Integrity
- Confidentiality
- Initiative
- Time Management Skills

Technical

- Excellent Planning and organizing skills
- Data collection
- Methodical
- Understanding of GoJ office management procedures.
- Working knowledge of basic procurement procedures and guidelines.
- Working knowledge of records and inventory management practices.
- Proficiency in the use of Microsoft Suite and other relevant computer applications.

Minimum Required Education and Experience

- Associates 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 August 19, 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**

Or

Email: human.resources@megid.gov.jm

Please note that only shortlisted applicants will be contacted.