



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **ADMINISTRATIVE ASSISTANT (GMG/AM 2)** in the Rehabilitation Industries Branch, Rehabilitation and Probation Aftercare Division with salary ranging from **\$1,711,060 - \$2,301,186 per annum**.

JOB PURPOSE

Reporting to the Operations Manager, the incumbent is responsible to provide assistance in directing and controlling the administrative functions, so as to ensure effective management and implementation of all activities of the Unit in keeping with its objectives. The incumbent is also responsible for providing research, technological support to manage office support systems and resources to ensure the effective and efficient functioning of the office.

KEY RESPONSIBILITIES

Administrative Responsibilities:

- Coordinates logistics for meetings hosted by the Operations Manager, including preparing agenda; organizing relevant information and documents; securing venue and refreshments; takes minutes at meetings; and reproduce and distributes in accordance with established guidelines.
- Collaborates on heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of meetings as well as for routine and special appointments for the Operations Manager, advising of matters requiring prompt attention.
- Prioritizes and manages multiple projects simultaneously and follow through on issues in a timely manner.

Technical/Professional Responsibilities:

- Assists with the compilation for the supplies and material resources of the Unit budget by advising on usage patterns of the various supplies, materials and services and their costs.
- Manages the inventory and distribution of office supplies for the Unit.
- Obtains quotations and finalizing arrangements for purchase of goods and services, including monitoring approval of payments made in accordance with the procurement guidelines.
- Manages the documentation system for the Unit by maintaining the document classification, filing, storage and retrieval system as well as the security of confidential files and documents.
- Supports staff in the implementation of the PMAS by providing forms and copies and ensuring that Unit staff completes documentation within the required timeframe.
- Maintains leave files for all staff of the Unit.
- Assists with the arrangements and orientation of new staff for the Unit.
- Assembles and disseminates information to internal and external personnel as required.
- Prepares report and written materials for presentations, meetings and conferences and responds to routine and other correspondence as directed.
- Reproduces manuscripts and briefs prepared by the Operations Manager, including information dictated in an accurate and presentable manner.
- Processes incoming and outgoing correspondence in accordance with established procedures and checks email sent to the unit and brings to the Operations Manager items which must be dealt with at that level.
- Maintains copy files of official correspondence received by email and of computer-

generated documents.

- Liaises with the Training unit to coordinates travel arrangements and prepares itinerary for local and overseas business trips.
- Provides receptionist/telephone services for the Operations Manager.
- Maintains an effective filing system that allows security and speedy retrieval of documents/information in accordance with established standards.

Other Responsibilities:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Excellent calendar management skills, including the coordination of complex executive meetings Professional telephone skills, positive energy, and attention to detail.
- Ability to interact with staff at all levels in a fast-paced environment.
- Ability to work independently with little or no supervision.
- Expert level written and verbal communication skills.
- High level of professionalism and confidentiality.
- Strong initiative and resourcefulness skills.
- Strong customer orientation skills.
- Strong decision-making skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Public Administration or Management Studies;
- Three (3) years' experience in the related field.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Must work well under pressure.
- General office environment with standard office equipment available.
- Work is generally sedentary in nature but may require standing and walking for up to 10% of the time.
- The working environment is generally favorable.

Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration
Department of Correctional Services
5-7 King Street,
Kingston**

The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.