

## Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the **Department of Government Chemist**.

### **Administrative Assistant (GMG/AM 2) (2 posts) (Not Vacant)**

*Salary: \$1,711,060*

#### **JOB PURPOSE**

Reporting to the Director, the incumbent will assist in organizing and administering all secretarial, administrative and clerical activities within the Analytical and Advisory Services Branch and the Human Resource Management and Administration Branch in accordance with the established policies and procedures.

#### **KEY OUTPUT**

- Records and filing system maintained
- Agenda and minutes of meeting recorded, prepared and distributed
- Letters, memoranda and other correspondence prepared
- Incoming and outgoing correspondence managed
- Stationery and office supplies ordered and managed
- Confidentiality maintained
- Administrative and Secretarial duties performed

#### **KEY RESPONSIBILITY AREAS INCLUDES:**

- Prepares letters and memoranda for the Director as directed
- Prepares reports as requested by the Director
- Maintains proper records and filing system for the Branch.
- Agenda and minutes of meeting are prepared and distributed in a timely manner
- Incoming and outgoing correspondence are processed and distributed in a timely manner
- Receive, sort, and distribute mail
- Stationery and office supplies ordered and managed efficiently
- Logbooks and sample assignment documents properly maintained and issued
- Maintains staff confidence and protect operations by keeping information confidential at all times.
- Monthly reports prepared and submitted
- Performs any other duties that may be assigned by the Director which may be deemed to fall within the remit of the post;

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Diploma in Public Administration, Business Administration or Management Studies.
- Graduated from an accredited Secretarial School with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute.

**OR**

- CXC or GCE O' Level English Language or equivalent.
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND)
- Two (2) years' experience in a comparable working environment.

Applications with résumés are to be submitted **with post in subject line** no later than **Wednesday, December 31, 2025** to:

The Government Chemist  
Hope Complex  
Old Hope Road  
Kingston 6

[government.chemist@moh.gov.jm](mailto:government.chemist@moh.gov.jm)

We thank all applicants for their interest; however, please note that only short-listed candidates will be contacted.