



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 341 **OSC Ref. C. 6610/S5²⁰**

5th September, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade (MFAFT)**:

1. **Director, Administration, Asset and Security Management (GMG/SEG 3) – (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Network Administrator (MIS/IT 6) - (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Administrative Assistant (GMG/AM 3) – Policy and Planning Division – (Not Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Administrative Assistant (GMG/AM 3) – Legal Unit – (Not Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. **Director, Administration, Asset and Security Management (GMG/SEG 3)**

Job Purpose

The incumbent will plan, direct and co-ordinate the management and execution of all functions relating to administration, property management, children aftercare programme and security at the Headquarters of the Ministry of Foreign Affairs and Foreign Trade (MFAFT), and provide guidance on these matters to MFAFT's overseas missions. He/She will also ensure that all amenities are adequate and suitable to meet the MFAFT's needs, provide a safe and secure working environment by ensuring the establishment and observance of systems for the protection of MFAFT's personnel, visitors and physical assets during routine, as well as emergent situations.

Key Responsibilities

Management/Administration:

- Provides leadership, support and guidance to staff to ensure that the Department is effectively managed;
- Develops and monitors the Operation and Work Plans with the supporting Budget for the department. Ensures that all the relevant activities to be undertaken and required resources are considered and that expenditures are made within the budgetary allocation;
- Plans, co-ordinates and directs all the activities of the Office Management, Asset, Security and Maintenance and Communications Sections and monitors the performance of the Department;
- Establishes and enforces standards and rules of professional conduct for staff within the department in order to maintain the highest degree of confidence in its integrity and efficiency;
- Participates in meetings of the Ministry's Information Technology and Procurement Committees;
- Ensures staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Liaises with the Chief of Protocol to assist with logistic arrangements for Official and State events.

Professional/Technical:

Management and Co-ordination of Office Services

- Liaises with Heads of Department to ensure that appropriate administrative support systems are in place and that the physical office facilities are adequate for the needs of staff;
- Develops Procedural Manuals and Forms as a guide to assist staff in the Office Management and Communications Sections;

- Provides general instructions and guidance to staff on policy matters and procedures relating to the functions of the Office Management and Communications;
- Ensures the integrity of classified information transmitted through the Communications Section;
- Ensures that assignments and tasks are carried out according to established procedures;
- Co-ordinates and manages the Capital Budget;
- Approves furniture and equipment list to be sent for Board of Survey;
- Ensures strict adherence to the Ministry's Motor Vehicle Fleet and Protocol Car Policies and proper use of petrol advance cards;
- Liaises with contractors/suppliers in resolving discrepancies on a timely basis;
- Develops and monitors a centralized fixed asset inventory management system for the Ministry and its overseas Missions;
- Investigates and responds to Audit queries from the Internal Audit Unit and/or the Auditor General's Department.

Security Programme

- Develops and monitors security plans/programmes for physical security, incident management and investigation;
- Manages, maintains and ensures the security of MFAFT's inventory and assets;
- Ensures that a safe and secure working environment is provided;
- Provides leadership and advice to management on security policies and practices, identifies risks and develops and recommends mitigating strategies;
- Develops and implements policies and procedures to guide staff on the security procedures of the Ministry;
- Develops and implements security plans, policies and guidelines governing access privileges to MFAFT's facilities;
- Liaises with Security Company and the Police on security matters relating to the Ministry;
- Briefs front desk and security personnel on security procedures;
- Develops and monitors security plans for the issuing of security badges and identification cards to staff members;
- Prepares employees accident reports; identifies and resolves safety hazards for staff; arranges for employee safety training; maintains safety records and facilitates compliance with related rules, regulation, standards and laws;
- Oversees the monitoring of the closed-circuit television (CCTV) security system.

Maintenance of Building Infrastructure

- Prepares and manages the budget for the maintenance and energy conservation services to ensure that clear and demonstrable cost management is maintained;
- Oversees the preparation of Requests for Proposal (RFP) and Scope of Works for works and services to be undertaken by MFAFT and its overseas missions;
- Reviews recommendations from overseas missions for the renovation or construction of Chanceries and Official Residences owned by the Government of Jamaica. Leads initiatives to acquire, construct, upgrade and maintain such premises in the most cost-effective manner;
- Oversees the activities of technical and professional consultants and contractors required to undertake maintenance and/or construction projects;
- Communicates regularly with the property managers and owners of the building on matters related to the maintenance of the building and grounds.

Disaster Preparedness Programme

- Assists in the co-ordination of the Disaster Preparedness Programme for the Ministry to ensure that the physical facilities, furniture, equipment and official documents are safeguarded and protected from damage in the event of a disaster.
- Establishes and maintains communication with key external agencies, such as the Office of the Disaster Preparedness and Emergency Management (ODPEM), Red Cross, Jamaica Constabulary Force and Jamaica Defence Force, to formulate strategies to be employed in case of emergencies;
- Prepares and disseminates information to floor wardens and members of staff relating to disaster preparedness;
- Attends meetings at ODPEM to discuss matters related to the Ministry's state of preparedness for disasters;
- Manages and maintains an adequate amount of emergency supplies.

Monitoring the Ministry's Environmental Programme

- Assists in monitoring the implementation of the Ministry's Environmental Programme to create a 'greener', healthier working environment;
- Represents the Ministry at Environmental Workshops;
- Organizes workshops for service providers relating to environmental matters;

- Monitors and reports on the implementation of environmentally friendly cost-cutting initiatives based on reuse, reduction and recycling strategies;
- Ensures the implementation of adequate health and safety measures in the workplace.

Human Resource Management:

- Develops and manages the Department's HR plan that addresses staff requirements, welfare matters and succession planning, and liaises with the Human Resource Management and Development Department;
- Supervises staff of the Office Management, Asset Security and Maintenance and Communication Sections and allocates assignments;
- Participates in the recruitment of staff for the Department and ensures that they are aware of and adhere to the policies and procedures of the Department;
- Conducts periodical reviews of supervisees, in accordance with the Operation and Work Plans;
- Supervises the staff in the kitchen and children play areas;
- Completes final performance assessments and recommends appropriate training and development programmes;
- Develops and maintains effective co-operative working relationships with staff;
- Initiates and participates in disciplinary proceedings relating to staff members within the Department and implements corrective measures;
- Ensures that all of MFAFT's values are embraced by all staff members within the Department.

Required Knowledge, Skills and Competencies

- Good knowledge of security issues and the national security environment
- Knowledge of contract and property management
- Organizational awareness - knowledge of the role and function of the Ministry
- Knowledge of Budgeting and Corporate Planning procedures
- Sound knowledge of modern office practices and procedures
- Strong supervisory skill.
- Excellent inter-personal skills
- Good planning and organizing skills
- Good oral and written communications skills
- Conflict management skills
- Good working knowledge of GOJ Procurement Policies and Procedures
- Knowledge of the Financial, Administration and Audit (FAA) Act
- Knowledge of the Contractor General's Act
- Knowledge of principles of supplies and inventory management
- Basic negotiating skills
- Awareness of disaster management procedures
- Problem-solving skills. Ability to exercise sound judgment in difficult situations
- Change management skills
- Working knowledge of computer systems and relevant applications
- Knowledge of basic protocol practices and procedures would be an asset

Minimum Required Qualification and Experience

- Bachelors Degree in Business Administration or the equivalent qualifications;
- Six (6) years' experience in a related field, three (3) years of which should be in a senior management position;
- Certificate in Project Management would be an asset;
- Experience in developing and implementing security systems and procedures would be an asset;
- Experience in property management and/or building maintenance would be an asset.

2. Network Administrator (MIS/IT 6)

Job Purpose

Under the direction of the Director, Information, Communication and Technology (ICT), the incumbent is responsible for managing the Ministry's Local Area Network (LAN) and Wide Area Network (WAN) to ensure adequate availability of computing resources, smooth transfer of information, security of data and availability and access to productivity tools that allow users to do their job effectively.

Key Responsibilities

Management/ Administrative:

- Represents the organization at meetings, conferences and other functions related to ICT;
- Manages the System Administrator to ensure that support is available to staff throughout the working hours;
- Works with the ICT Director in planning, problem resolution and reviewing Department performance;
- Provides guidance to the Director on matters relating to ICT;
- Contributes to the preparation of the Department's Budget and other administrative functions;
- Provides guidance to the Director of ICT on matters relating to software development and acquisition.

Technical/Professional:

- Designs a WAN linking the Ministry and its Missions to allow for the sharing of resources and services including data, voice, security and personnel;
- Designs and implements SAN (Storage Area Network) infrastructure and consolidating;
- Designs, implements and manages virtual infrastructure utilising full capacity of server hardware;
- Plans and directs the implementation of network infrastructure systems in the Ministry and its Missions;
- Leads the design/re-design, development and implementation of all network infrastructure projects;
- Implements and manages enterprise firewall solutions to support a more complex and robust network infrastructure;
- Plans, manages and participates in the installation and configuration of network devices, including server boxes, operating systems, server software, routers, switches, firewalls, printers etc.;
- Designs and configures network infrastructure services including TCP/IP, DNS, DHCP, etc.;
- Researches and recommends new ICT technologies and services to improve and optimize the Ministry's network systems;
- Designs, develops and implements a comprehensive disaster recovery plan and strategies incorporating data and systems configuration backup, redundant devices and a test lab;
- Manages VOIP infrastructure, including adding and reconfiguring IP phones, configuring pick up groups and access control and backup of call manager system;
- Develops and maintains accurate documentation showing network infrastructure, platform(s), configuration and security;
- Evaluates the Ministry's network systems against established industry benchmarks for performance, security, stability, etc., and plans and implements the improvements of the systems, where necessary;
- Keeps meticulous records of all network upgrades, maintenance and inventory;
- Develops and implements network-wide security systems and strategies to protect the Ministry's ICT network and data from viruses, external intrusion and internal/unintentional harm;
- Manages the use of key equipment, such as photocopiers and printers to prevent abuse;
- Keeps up to date with the relevant state-of-the-art technology, equipment and/or systems.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adheres to the policies procedures and regulations of the Ministry.

Required Knowledge, Skills and Competencies

- Knowledge and expertise to design, develop and implement LAN and WAN solutions
- Ability to install and configure Windows 2003/ 2016 Servers and active directory
- Knowledge and expertise to formulate, develop, implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Expert knowledge of in-house platforms such as Windows 2008/2016 Server, Exchange 2003/2007/2010/2016 Server, FortiGate firewalls
- Expert knowledge of networking services/protocol such as TCP/IP, DNS, DHCP
- Expert knowledge of interconnecting Cisco networking devices such as routers, switches, firewalls

- Knowledge of SAN infrastructure – Fibre Channel/ISCSI
- Knowledge and expertise to design, implement and manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V
- Knowledge of current technological developments
- Expertise in tools of the trade
- Ability to communicate with and understand the requirements of professional staff in area of speciality
- Excellent written and verbal communication skills
- Excellent planning and organizing skills
- Effective supervision and leadership skills
- Good interpersonal relationship building
- Be abreast of current technological trends
- Excellent analytical skills
- Proficiency in utilising existing and/or new technologies

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Information Systems or equivalent;
- Five (5) years working experience in an IT development environment;
- Professional certification (MCSE, CCNA) in computer networking is highly desirable.

3. Administrative Assistant (GMG/AM 3)

Job Purpose

The incumbent provides administrative and secretarial support to staff within the Policy and Planning Division.

Key Responsibilities

Technical/Administrative:

- Maintains calendar and schedules appointments and meeting rooms;
- Prepares computerized reports, tables and charts;
- Researches files and other documents and extracts and compiles relevant information to be used in reports, other forms of correspondence and for meetings;
- Formats reports, graphs, tables, records and other types of information;
- Liaises with other Government Departments, Agencies and Ministries, when so directed.
- Uses various software applications, such as Microsoft Word, PowerPoint, Spreadsheets, relational databases, statistical packages and graphic packages to assemble, manipulate and/or format data and/or reports as required;
- Maintains records through filing, retrieval, retention, storage, compilation, coding and updating and destruction;
- Types routine correspondence and reports from dictation or handwritten copy, using personal computer;
- Composes letters and memoranda from general instructions, for the signature of the Senior Director;
- Maintains the Division's Attendance Register and Leave Cards;
- Answers telephone, screens calls, relays messages and greets visitors;
- Opens, sorts and screens mail and other correspondence (including e-mail), prepares interim replies to routine correspondence and brings matters requiring urgent action to the attention of the Senior Director. Records and re-routes processed correspondence files to appropriate Department/Division for necessary action;
- Assists in the planning and organizing of meetings hosted by the Division, and arranges for the photocopying, compilation and documentation of materials for such events;
- Attends meetings at the request of the Senior Director, Policy and Planning, and takes notes of the proceedings;
- Operates office equipment, such as photocopier/scanner and fax machine, and co-ordinates arrangements for refreshments, when necessary;
- Completes various request forms for office supplies and equipment as directed.

Schedules and Appointments:

- Arranges appointments in consultation with the Senior Director and maintains a diary of appointments;
- Maintains schedules of routine and special appointments for the Division, advising of matters requiring prompt attention;

- Makes travel arrangements and prepares itinerary for local and overseas business trips, in keeping with Ministry's policy;
- Receives/hosts visitors to the Division and escorts them to the designated meeting location.

Filing:

- Maintains an effective filing system that allows security and speedy retrieval of documents/information, in accordance with established standards.

Other:

- Reviews newspaper for articles relevant to the work of the Ministry, and flags and circulates them for attention of PPD staff, in consultation with the Senior Director;
- Updates and maintains Newspaper Clippings Folder. Undertakes ad hoc assignments specific to the Division;
- Assists in the preparation and collection of standard reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Division.

Required Knowledge, Skills and Competencies**Core:**

- Strong customer service skills
- Demonstrated initiative
- Methodical approach to work
- Results-oriented
- Effective oral and written communication skills
- Strong interpersonal skills
- Sound personal and professional integrity

Technical:

- Effective record keeping and filing skills
- Effective minute-taking skills
- Proficient use of Microsoft Office Suite technology

Minimum Required Qualification and Experience

- Certified Professional Secretary (CPS) Certificate;
- Certificate in Administrative Management Level 3 from Management Institute for National Development (MIND);
- Associate Degree in Business Studies, Management Studies or any other relevant discipline.

4. Administrative Assistant (GMG/AM 3)**Job Purpose**

The incumbent will provide administrative and secretarial services in the Legal Unit.

Key Responsibilities***Management/Administration:***

- Assists with administrative arrangements for official travel by the Head Legal Unit and Officers in Legal Unit. Liaises with the Finance Department of the Ministry, Jamaican missions overseas and other relevant Departments of the Ministry in preparing for overseas visits. Makes flight bookings and overseas hotel reservations. Arranges for necessary foreign exchange and the procurement of appropriate Visas;
- Prepares form seeking approval from Permanent Secretary and Cabinet Secretary, documents for travel overseas on behalf of the staff of Legal Unit;
- Assists in the compilation of documents for conferences and meetings to be attended by the Head, Legal Unit and officers;
- Assists in the planning and arrangement of meetings organised by the Legal Unit;
- Attends meetings organised by Legal Unit, as directed, and takes notes of the proceedings.

Professional/Technical:

- Takes notes in shorthand. Transcribes shorthand notes and produces therefrom letters, memoranda, saving telegrams, third person notes, etc., in acceptable typewritten format;
- Composes letters and memoranda from general instructions. Drafts replies to routine correspondence and queries;

- Prepares Ministry Papers, Briefs, Position Papers, Cabinet Notes, Cabinet Submissions, Cabinet Notes, Reports, charts and tabulations from written draft or clean copy;
- Receives and records incoming mail and brings to the attention of Head, Legal Unit, or relevant Legal Officer, matters requiring urgent action;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the Director;
- Maintains a third copy folder of outgoing correspondence for the Director, as well as a Unit floater file for outgoing correspondence from other officers;
- Establishes and maintains a filing system for the control and safe custody of classified and confidential documents dealt with by the Legal Unit;
- Makes photocopies of documents and collates as required;
- Signs for and records the receipt of confidential and secret correspondence addressed to the Legal Unit.

Professional/Technical:

- Schedules appointments for the Head, Legal Unit. Maintains an up-to-date diary of official appointments and engagements to be kept;
- Places and receives telephone calls for the staff of Legal Unit. Provides routine information in response to queries on matters relating to work of Unit;
- Provides information on matters concerning treaties, at direction of Legal officers;
- Receives and escorts official visitors;
- Receives originals of Bilateral Treaties and other documents and under supervision of Head, Legal Unit and officers of Legal Unit, records documents in Treaty Database and arranges for storage in treaty room.

Required Knowledge, Skills and Competencies

- Organizational awareness - knowledge of the structure, role and functions of the Ministry. General awareness of Jamaica's foreign policy objectives
- Knowledge of the structure and machinery of government. Basic knowledge of administrative concepts and practices
- Sound knowledge of modern office processes and procedures. Ability to recommend changes in administrative policies and to devise and implement office procedures and practices
- Ability to use judgment and work on own initiative
- Good planning and organizing skills. Excellent time management skills. Strong customer service orientation
- Good communication skills (oral and written) knowledge of official protocol procedures and practices
- Good interpersonal skills
- Problem solving skills. Ability to deal with a wide variety of situations
- Confidentiality. Ability to exercise a high level of tact and discretion in handling sensitive situations
- Knowledge of Computer Applications

Minimum Required Qualification and Experience

- Certified Professional Secretary (CPS) Certificate;
- Certificate in Administrative Management Level 3 from Management Institute for National Development (MIND);
- Associate Degree in Business Studies, Management Studies or any other relevant discipline.

Applications accompanied by résumés should be submitted **no later than Thursday, 19th September, 2024 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.gov.jm

Further details regarding the positions may be obtained from the Human Resource Management and Development Department.

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**