

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Administrative Assistant (Information and Complaints Division)

The Integrity Commission invites eligible candidates to submit applications for the position of **Administrative Assistant**. Under the supervision of the Director of Information and Complaints, the Administrative Assistant is accountable for providing effective and efficient administrative support to the Information and Complaints Division.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

1. Route files and correspondence within the Division assigned, ensuring that confidentiality of incoming and outgoing documents is maintained.
2. Make, receive and screen telephone calls; respond to routine enquiries and take appropriate actions.
3. Prepare correspondence and other documents for the Division.
4. Establish and maintain an up-to-date document management system for all letters, documents, Minutes of meetings, memoranda and newspaper clippings related to the Division/Department assigned.
5. Ability to take and transcribe Minutes of meetings at a very high level, with a quick turn-around time.
6. Exercise the highest level of confidentiality, professionalism and integrity.
7. Contribute to the Division's/Department Strategic Planning process.
8. Develop, in consultation with the Director, own Job Accountability and Performance Targets aligned to the Integrity Commission's Strategic Plan.

Qualifications:

- Undergraduate Degree in Management Studies or equivalent qualification/training.
- Certificate from a recognised institution in administrative or secretarial studies.

Experience:

- At least three (3) years' experience in a similar position.

Skills & Competencies

- Shares the Commission's values, mission and vision.
- Excellent human relations skills and the ability to interact with individuals at all levels.
- Effective listening, verbal and written communications skills.
- Excellent command of the English language.
- Strong Minute and Report writing skills.
- Working knowledge of computer applications with strengths in Microsoft Word, Excel and PowerPoint.
- Ability to meet established deadlines.
- Meticulous and accuracy in work product.
- Good Interpersonal and social skills.
- Good integrity and character
- Ability to exercise the highest level of confidentiality.
- Excellent analytical, decision making, time management and stress management skills.

Specific Knowledge

- Knowledge of the Act governing the operation of the Integrity Commission.
- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the mandates of the Commission.

Working Conditions

- Typical office environment.
- Irregular hours from-time-to-time.

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Basic Salary: \$1,138,353 - \$1,353,144.00 per annum
Travel Allowance \$362,472.00 per annum

Applications, along with Curriculum Vitae, must be submitted no later than **Friday, December 22, 2021 at 4:00 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.