

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Administrative Services Officer

The Integrity Commission invites eligible candidates to submit applications for the position of **Administrative Services Officer**. The Administrative Services Officer is accountable for the achievement of an enabling physical working environment for staff and visitors alike. The post holder will have the responsibility for transportation and movement of individuals, goods and correspondence in order for the organisation to achieve its Mission, Vision and major targets in a sustainable manner.

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

Assists the Manager, Office Services by performing the following functions:

1. Maintains the office inventory by updating the records regularly.
2. Assists with reordering of office supplies and equipment at both locations by:
 - Compiling the needs across departments to populate Request for Procurement document.
 - Ensuring the process is followed from proposal to delivery.
 - Ensuring there is adequate stock by establishing and maintaining minimum reorder levels.
 - Assisting in receiving and organizing the office Inventory.
 - Travel to secondary location to physically check inventory twice per month.
3. Maintains the relevant records for motor vehicles which will include:
 - Daily log book
 - Repair and maintenance records.
4. Develops and implements Maintenance Plans for motor vehicles, physical facilities and equipment, in keeping with the entity's policies.
5. Assists the Manager, Office Services, with supervision of the Telephone Operator, Drivers, and Office Attendants.
6. Ensures that adequate supplies are in stock always, by regularly updating the Inventory Management System.
7. Ensures that up-to-date records are prepared and maintained for the receipt and distribution of stock or supplies.
8. Compiles the necessary reports and present to the Manager, Office Services.

Qualifications & Experience:

- Undergraduate Degree in Management or equivalent qualification
- Two (2) years' experience in similar position
- or
- Associate Degree Management Studies or equivalent studies
- Four (4) years' experience in similar position

Other Desirable Qualifications & Experience that would be an asset

- Experience in Facilities Management and Inventory Management

Skills & Competencies

- Readily anticipates and solves problems and takes advantage of opportunities.
- Shares the Commission's values, mission and vision.
- In depth and practical knowledge of administrative processes and procedures.
- Knowledge of safety and security management.
- Highly confidential, self-driven and motivated.
- Ability to establish and meet deadlines.
- Well-developed oral and written communication skills.
- Competence in the use of Microsoft Office Suite and Electronic Management Information Systems.
- Good judgment, analytical, interpersonal, people management and social skills.

Specific Knowledge

- Working knowledge of the Occupational, Safety and Health Guidelines.
- Knowledge of the Integrity Commission Act.

Working Conditions

- Irregular hours from time to time.
- Limited exposure to dust and unfavorable environment

EMOLUMENTS PACKAGE

Basic Salary:	\$1,472,132 - \$1,749,902 per annum
Travelling Allowance	\$894,924.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

Statutory Declarations of Assets

Please be advised, that *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than.

Friday, January 29, 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.