

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Executive Assistant to the Executive Director and Programme Coordinator

Job Summary

The Executive Assistant to the Executive Director and Programme Coordinator is required to play a dual role, to include that of an Executive Assistant, within the Office of the Executive Director. Under the general supervision of the Executive Director, the incumbent is expected to facilitate the efficient management of the Office of the Executive Director's operations, by providing administrative, technical support and coordination of the Office functions. The incumbent must ensure that adequate support is provided in a timely, efficient and effective manner and must organize and expedite the flow of work through the Executive Director's Office. In addition, he/she will perform advanced secretarial and administrative tasks which are often of a highly confidential nature, oversee and ensure compliance with established administrative procedures and processes, and analyze fairly complex information or data and, where required, produce written correspondence and reports.

The Executive Assistant to the Executive Director and Programme Coordinator will accompany the Executive Director to meetings with senior public and other officials and ensure that accurate records of same and the appropriate follow-up actions are taken. The Executive Assistant to the Executive Director and Programme Coordinator will be required to assist in the supervision of the Administrative Assistant assigned to the Executive Office, and coordinating the functions of the Executive Office, which supports the overall coordination functions of the Commission.

Major Executive Assistant Responsibilities

1. Executes day-to-day administrative support functions and coordinate the general administrative needs of the Executive Office.
2. Manages information flow in a timely and accurate manner.
3. Manages the Executive Director's calendar, scheduling meetings and other engagements, and transcribing minutes or meeting summaries as necessary, and liaises with others to facilitate completion of follow-up activities within the agreed time frames.
4. Ensures that the resources of the Executive Director's Office are adequately available - act as an office manager by keeping up with office supply inventory.
5. Screens and directs phone calls and visitors to the Executive Director.
6. Acts as the point of contact between the Executive Director, the Directors and other members of Staff.
7. Logs and monitors the daily activities of the Executive Director and produce reports as required.
8. Monitors submissions from the Executive Director to the Board of Commissioners, and ensures follow ups and subsequent actions.
9. Anticipates the needs of the Executive Director by independently developing appropriate documents for meetings, and/or other commitments.
10. Responds promptly to managers' queries.

11. Organises internal meetings and booking meeting rooms to ensure there are no conflicts in scheduling.
12. Maintains professionalism and strict confidentiality with all materials, and exercises discretion when interfacing with the Officers of the Organization.
13. Establishes, develops and maintains custody and safe keeping of the Executive Director's filing system, which includes administrative, accounting and confidential personnel records.
14. Performs a variety of tasks to relieve the Executive Director of administrative and business details, e.g. travel and hotel reservations, arrangements for meetings, acknowledgements of letters and invitations received, overseeing maintenance of a tidy and aesthetically pleasing work environment.
15. Prepares correspondence, memos, charts, tables, graphs, reports, proposals, accounting statements, etc. on the basis of specific or general instructions, using Microsoft Office or other appropriate software. Proof-reads documents, reports and correspondence for spelling, grammar and layout and make appropriate changes as necessary and assumes final responsibility for accuracy and clarity of final output of all documentation prior to transmission.
16. Receives and evaluates incoming correspondence. Uses good judgment to determine which matters should be referred to other officers or agencies, or handled personally. Re-routes correspondence from the Executive Office to appropriate staff members for action. Liaises with the Executive Director's direct reports and other officers, to ensure timely responses to referred matters. Dispatches out-going correspondences.
17. Ensures the Integrity Commission Reports are submitted and tabled in Parliament on a timely basis, and responds to requests for information, in consultation with the Executive Director, the Legal Officer and the Communications Unit, from the Commission's varied stakeholders.
18. Keeps the Executive Director informed on matters of public interest, that may have an impact on the Commission.
19. Performs such other tasks, functions and duties as may, from time to time, be assigned by the Executive Director.

Major Programme Coordinator Responsibilities

1. Primary responsibility of supporting the Executive Director, provide support to the Executive Team as directed, to ensure that goals and objectives of the Commission are accomplished, and operations run efficiently.
2. Coordinates and maintains close collaboration with the support staff of the Executive Office and other members of the Commission.
3. Maintains and refines internal processes that support the highest-ranking executives organization-wide, coordinating internal and external resources to expedite workflow.
4. Manages communications between the Executive Director and the Leadership and Management Teams as necessary.

5. Keeps a record of all deadlines that must be met; monitors and reports on the timelines for upcoming commitments.
6. Assists in coordinating the planning and execution of organizational events, meetings, conferences, workshops.
7. Ensures the implementation of policies and procedures.
8. Liaises with the Executive Director's direct reports and other Integrity Commission Officers to ensure timely responses to referred matters.
9. Coordinates the Executive Director's overseas and local travels – including logistics of travel routes, preparation of resource documents for review before attending a meeting or session, and liaising with the Ministry of Foreign Affairs to ascertain the necessary approvals for external travel.
10. Facilitates and maintains an overall excellent working relationship between the Executive Office, Board of Commissioners, Ministries, Departments and Agencies.
11. Acts as point of contact with key stakeholders of the Commission.
12. Monitors and supervises the work assignments tasked by the Executive Director to the leadership team.
13. Oversees daily operations of the Executive Office.
14. Supports the Human Resource Unit, periodically, with the review of applications, for potential employees; coordinate and schedule all interviews, and sits on interview panels as required.
15. Coordinates and schedules the swearing-in ceremonies for new employees, in collaboration with the Human Resource Unit.
16. Coordinates and schedules the work assignments for the two (2) Stenographers, to ensure effective and efficient work output.

Planning

1. Contribute to the Division's Strategic Planning Process.
2. Develop, in consultation with the Executive Director, own job accountability and performance targets aligned to the Division's Strategic Plan.

Minimum Required Qualifications and Experience

- Bachelor's Degree in Business Administration, Management or a related field.
- Certificate in Project Management, or Supervisory and/or Leadership Management Training.
- At least five (5) years proven work experience as an Assistant to Senior Management or Head of Entity.
- Knowledge of protocol, etiquette, diplomacy and cultural diversity.

Other Desirable Qualifications and Experience that would be an asset

- Bachelor's Degree in Public Administration or Administrative Management.
- Training in Secretarial Studies would be a distinct advantage.
- Experience with Project Management.

Desired Skills and Competencies

- Shares the Commission's values, mission and vision.
- Ability to communicate effectively in oral and written formats.
- Well-developed analytical/critical thinking skills.
- Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
- Ability to manage meetings, make presentations and prepare reports.
- Extensive knowledge of Office Procedures, including proficiency in Word, Excel, Power Point, Electronic Mail, Database Creation/Maintenance.
- Good organizational skills, including ability to work conscientiously on own initiative, ability to prioritize tasks appropriately and demonstrated competence in multi-tasking.
- Highly confidential.
- Ability to think proactively and act independently of the ED regarding some administrative matters.
- Must be able to meet deadlines in a fast-paced environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Close attention to detail and the ability to plan ahead.
- Demonstrate the ability to liaise and coordinate the divisional activities in collaboration with the Executive Office.
- Displays strong leadership, management and interpersonal skills.
- Strong time-management skills and the ability to organize and coordinate multiple organizational commitments at the same time.
- Pleasant, courteous and professional disposition.

Specific Knowledge

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that is associated with the discharge of the Commission's mandate.
- Extensive knowledge of Office Administration Procedures.

Working Conditions

- Comfortable office environment.
- May be required to work beyond regular Office hours in order to meet deadlines.
- Frequent need to give close attention to various stimuli such as written material, a computer screen, and spoken information given by co-workers.
- The work is varied and changing and there is periodic mental pressure for productivity and quality simultaneously.
- Travel will be required from time-to-time.

EMOLUMENTS PACKAGE

Basic Salary: \$3,770,761.00 – 5,071,254.00 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 DECLARATION 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, June 2, 2023 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
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.