1. **ADMINISTRATIVE ASSISTANT (GMG/AM 3)**

The incumbent is responsible for providing a wide range of administrative and secretarial support to the Inspection and Monitoring Unit, resulting in operational efficiencies and effectiveness to meet the demands of stakeholders.

**Key Responsibilities**

* Provides administrative support to the Senior Director and Manager;
* Assists in the implementation of the planned activities;
* Drafts and modifies responses to routine letters/documents/reports for review;
* Coordinates meetings and other events for the unit;
* Prepares and circulates Minutes and actionable items of meetings;
* Manages and organizes the Senior Director’s diary and schedules;
* Informs Senior Director of travel itinerary, meetings, requests for appointments and other engagements;
* Coordinates logistics for meetings including booking of meeting room, preparation of documents and arranging for refreshments;
* Engages in pre and post meeting/engagement activities and briefs the Senior Director accordingly;
* Follows up on instructions/ directives and /or requests of the Senior Director;
* Checks email and forwards correspondence requiring the Senior Director’s attention;
* Collates information and prepares reports on behalf of the Inspection and Monitoring Unit;
* Participates in the preparation of Operational Plan/Budget of the of the Inspection and Monitoring Unit
* Orders and secures stationery and other supplies for the unit;
* Manages the general maintenance of unit’s office equipment;
* Complies with the precautionary measures laid down by the Ministry of Finance and Public Service for securing offices and assets in the event of natural disasters, such as hurricanes;
* Liaise with local and foreign organizations, businesses, government departments and agencies and law enforcement units as required.
* Receives correspondence/files/documents and refer to the attention of the persons to whom it corresponds, ensuring an efficient flow of information;
* Maintains a database for tracking the movement of documents;
* Maintains an electronic and manual filing system;
* Encloses correspondence and updates Minute Sheets on respective files;
* Requests, retrieves and returns files to main registry;
* Photocopies, binds, dispatches and scans documents as necessary;
* Maintains a listing of contact details for stakeholders
* Prepares and maintains spreadsheet of key deliverables of the PCOA
* Maintains a follow-up system to monitor the progress of projects, targets and other special assignments;
* Maintains attendance and punctuality reports for the unit
* Performs any other related functions assigned from time to time by the Senior Director, Manager and CEO

**Required knowledge, skills and competencies:**

* Excellent Customer Service Skills
* Ability to produce Minutes;
* Knowledge of records management principles;
* Strong organizational and management skills;
* Excellent oral and written communication skills;

**Qualifications & Experience:**

* Associate Degree in Business Administration, Management Studies, Public Administration or related area from accredited tertiary institution or equivalent;
* One (1) year experience in a similar environment/capacity
* Training in Office Management and/or Customer Service principles and practices would be an asset.

OR

* Diploma in Office Administration/Administrative Management
* Two (2) years’ experience in a similar environment/capacity
* Training in Office Management and/or Customer Service principles and practices would be an asset.

Applications accompanied by resumes should be submitted no later than **Friday, January 3, 2025 to:**

**Director, Human Resource Management and Administration**

**Police (Civilian Oversight) Authority**

**5A West Avenue, Kingston Gardens**

**Kingston 4**

**Email: info@pcoa.gov.jm**