

OFFICE OF THE CABINET

Career Opportunity

The Office of the Cabinet is inviting applications from suitably qualified persons to fill the post of **Cabinet Recording Secretariat Officer (GMG/SEG 1)** in the Cabinet Recording Secretariat of the Cabinet Support and Policy Division. Salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Cabinet Recording Secretariat, the Cabinet Recording Secretariat Officer is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned. In carrying out these duties the Officer will record the proceedings of Cabinet and Cabinet Committee meetings as assigned and handle highly classified information and documents.

Key Responsibilities Areas:

- Attends meetings, records deliberations and produces accurate Minutes of Cabinet and Cabinet Committee meetings as assigned;
- Summarizes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Produces Minutes in a timely manner for vetting by the Assistant Coordinator and/or Director;
- Prepares and circulates Agendas, Cabinet Submissions and Notes and other documents for meetings to Cabinet Ministers and other officials prior to meetings;
- Maintains the records management system for classification, filing, storage, retrieval, of Cabinet documents, ensuring proper storage and easy retrieval of confidential documents; and
- Manages the flow of correspondence and makes necessary referrals to ensure the timely response to requests;

Required Knowledge/Skills/Competencies

- Excellent grasp of the English Language;
- Excellent note-taking, report writing, listening, and recording skills;
- Excellent interpersonal and communication skills;
- High levels of integrity and confidentiality;
- Ability to work under pressure and to meet deadlines;
- Good knowledge of records management systems;
- Good coordination and organisational skills;
- Knowledge of the procedures and protocols for the conduct of Cabinet and Committee meetings;
- Ability to summarize high level policy discussions.

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in English, History, or related discipline;

- Experience in meeting practice and procedures.
- Three (3) years' experience performing similar duties.

Special Conditions Associated with the Job:

- May at times be required to work long hours and on weekends
- Long hours sitting in meetings and at computer station

Applications accompanied by résumé should be submitted **no later than Wednesday, November 10, 2021** to:

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

We thank you all for responding; however, only short-listed applicants will be contacted.