

OFFICE OF THE CABINET

Career Opportunity

The Office of the Cabinet is inviting applications from suitably qualified persons to fill three (3) positions of **Cabinet Recording Secretariat Officer (GMG/SEG 1) (Pay Band 7) one (1) vacant and two (2) not-vacant** in the Cabinet Recording Secretariat Unit, Cabinet Support and Policy Division. Salary range \$3,094,839 - \$4,162,214 per annum.

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:

- Attend 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 and to facilitate electronic searches and retrieval;
- Produces Minutes in a timely manner for vetting by the Director;
- Prepares and circulates Agendas, Cabinet Submissions and Notes and other documents for meetings to Cabinet Ministers and other officials prior to meetings;
- Complies and collates Minutes, Cabinet Decisions and other documents identified on the agenda that should be circulated Cabinet Ministries and other officials prior to deliberations;
- Takes and transcribes Minutes of Cabinet and Cabinet Committee meetings as assigned;
- develops electronic copy of Minutes for storage in electronic filing system;
- Prepares, list and maintain daily records of Submission and Notes for submission to the Director, the Cabinet Secretary, and the Chief Technical Director;
- Processes and circulates submissions to Committee members.
- Make the necessary arrangements for booking of meetings rooms, and refreshments for Cabinet and Committee meetings;
- Coordinate the logistics arrangements for the dispatch of Cabinet documents to Ministries and other stipulated Departments of Government.
- Indexes Decision for the electronic database;
- Assembles the necessary documentation that should be attached to submissions for consideration at Cabinet meetings;
- Maintains the records management system for classifying, filing, storage, retrieval and disposal of Cabinet documents and
- Ensures proper storage and easy retrieval of confidential documents;
- Develops electronic copy of Minutes for storage in electronic filing system;
- Research electronic database and hard copy collections to retrieve information as requested;
- Maintains Register of Cabinet Submissions and Notes for Cabinet Committees assigned;
- Maintains record of Destruction Certificates for Cabinet Documents;
- Controls distribution and maintains record of Cabinet Minister's security bags and boxes;
- Manage the flow of correspondence and make necessary referrals to ensure the timely response to requests;

- Respond to routine queries from Cabinet Ministers, Permanent Secretaries and other government officials and refer unusual requests for the Director;
- Provide information on the procedures involved in the conduct of Cabinet and Committee meetings; Participates in the development of training material in Cabinet meeting processes;

Required Knowledge/Skills/Competencies

- High levels of integrity and confidentiality;
- Excellent grasp of the English Language;
- Excellent interpersonal and communication skills;
- Ability to exercise discretion and sound judgment;
- Ability to work under pressure and to meet deadlines;
- Ability to be adaptable and to work effectively in a team environment;
- Good coordination and organizational skills;
- Excellent note-taking and report writing skills;
- Excellent listening and recording skills;
- Knowledge regarding the procedures and protocols for the conduct of Cabinet and Committee meetings;
- Good knowledge of records management system;
- Attention to detail;
- Ability to summarize high level policy discussions;
- Ability to communicate orally and in writing in a clear and concise manner.

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/public holidays as required
- Long hours sitting in meetings and at computer station
- Travel out of town as required.

Applications accompanied by résumé should be submitted **no later than Wednesday, August 30, 2023** to:

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

Email: jobs@opm.gov.jm

Further details of the post may be obtained from the Office of the Cabinet's website www.cabinet.gov.jm.

We thank you all for responding, however, **please note that only shortlisted applicants will be contacted.**