

OFFICE OF THE CABINET

Career Opportunity

The Office of the Cabinet is inviting applications from suitably qualified persons to fill the post of **Coordinator (GMG/SEG 2) (Pay Band 8) (1 Vacant and 1 Not Vacant)** in the Cabinet Recording Secretariat of the Cabinet Support and Policy Division. Salary range \$3,770,761 - \$5,071,254 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director/Senior Coordinator, Cabinet Recording Secretariat, the Coordinator is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned.

Key Responsibilities Areas:

- Summarizes and analyzes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Attends meetings, manually records deliberations and produce accurate Minutes of Cabinet and Cabinet Committee meetings;
- Produces Minutes in a timely manner for vetting by direct supervisor and Director;
- Compiles and collates Minutes, Cabinet Decisions and other documents for circulation to Cabinet Ministers, Ministries, and other Government officials;
- Maintains records management system for classification, filing, storage, retrieval, and disposal of Cabinet documents;
- Manages the flow of correspondence and makes necessary referrals to ensure the timely response to requests;
- Coordinates the logistical arrangements for the dispatch of Cabinet documents to Ministries, departments, and agencies of Government;
- Responds to routine queries from Cabinet Ministers, Permanent Secretaries and other Government officials and refers unusual requests to the Director and Senior Coordinator.

Required Knowledge/Skills/Competencies

- Excellent grasp of the English Language;
- Excellent listening, note-taking, recording and report writing skills;
- High levels of integrity and confidentiality;
- Excellent interpersonal and communication skills.

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:

- Must be willing to work outside of regular work hours and on weekends;
- Must be able to work under pressure and within strict deadlines.

Applications accompanied by résumé should be submitted **no later than Thursday, January 12, 2024**, 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.