

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 3) (Pay Band 9) (Vacant Post)** in the Cabinet Recording Secretariat of the Cabinet Support and Policy Division. Salary range \$4,594,306 - \$6,178,830 per annum and any allowance(s) attached to the post.

Job Purpose

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

Key Responsibilities Areas:

- Provides administrative support to the Director at meetings of the Cabinet and Cabinet Committees chaired by the Prime Minister;
- Attends meetings, manually records deliberations and produce accurate Minutes of Cabinet and its Committee meetings; and produce Minutes in a timely manner for vetting by Director;
- Leads team to assigned Cabinet Committees meetings serviced by the Secretariat;
- Assists with summarizing and analyzing Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Undertakes research and analyzes information on policy discussions and decisions;
- Assists with the coordination of arrangements for the timely and secure circulation of documents to Cabinet Ministers, Committee members, and other officials;
- Monitors the records of the Cabinet Secretariat, including maintenance of a robust database;
- Assists with the recruitment, orientation and onboarding of staff and knowledge transfer;
- Provides procedural advice to internal and external clients, notably, Cabinet Ministers, officials of Ministries, departments and agencies, on the business of Cabinet and Committees.

Required Knowledge/Skills/Competencies

- Excellent grasp of the English Language;
- Excellent writing and analysis skills
- Excellent listening, note-taking, and 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.