



Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the Ministry of Health and Wellness **Health Infrastructure Planning & Project Management**.

Administrative Assistant (GMG/AM3) (Band 5) (vacant) **Salary \$ 2,190,302 per annum**

JOB PURPOSE

Under the direction and leadership of the Senior Director, Health Infrastructure Standards and Quality Management, the Administrative Assistant is responsible for providing general administrative support to the Branch. The role will provide general technical, administrative and secretarial support, including organizing and coordinating the workflow of the Branch, implementing and maintaining administrative systems and procedures.

KEY RESPONSIBILITY AREAS

1. Manages calendar for the Branch which includes but is not limited to scheduling appointments, coordinating meeting rooms and preparations including refreshments, where applicable;
2. Maintains office workflow, analyses operating practices and systems and recommends improvements; and implements agreed changes to increase the branch's efficiency;
3. Provides support to members of the Team on specific projects as agreed with the Principal Director;
4. Maintains electronic and hard copy filing systems, creates and maintains database and spreadsheet files and manages the Branch's intranet filing system, performs data entry and scan documents;
5. Schedules and attends branch and committee meetings, prepares minutes and ensures follow-up actions are done, reproduce, distribute and maintain records of minutes accordingly;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate degree in Office Administration, Administrative Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in an Office Management environment.

Applications with résumés are to be submitted no later than September 5, 2025, to:
Senior Director

**Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.