



Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Corporate Services Division, Ministry of Health & Wellness.

Administrator (GMG/AM 2) (Band 4) (vacant)

Salary range: \$1,711,060.00 per annum

JOB PURPOSE

Under the general direction of the Principal Director, Corporate Services, the Administrator is responsible for providing administrative support to facilitate the efficient management of activities between the Division/Branches

KEY OUTPUTS:

- Monthly and quarterly reports complied.
- Divisional/Branch meetings organized;
- Minutes produced and circulated;
- Documents and written correspondence drafted for review by Director
- Reports and documents formalized and modified
- Monthly performance report prepared
- Concerns/contributions documented;
- Unit administrative budget prepared and submitted
- Follow-up actions investigated and reported on;
- Administrative policies and procedures prepared;
- Research conducted;
- Payment Database updated and maintained
- Payment reports complied
- Commitments voucher/Purchase Order processed

KEY RESPONSIBILITY AREAS

Administrative Responsibilities

- Coordinates Divisional/Unit meetings for the Principal Director
- Co-ordinates activities to facilitate the effective management of services within the Branches
- Communicates with Heads of Branch/Units, individuals, on behalf of the Principal Director to allow for improvement and further effectiveness in the operations of the Division;
- Prepares administrative policies and procedures as required for the Principal Director;
- Coordinates and compiles quarterly and monthly reports on the activities of the Division;
- Prepares action plans and follows up for completion of tasks
- Co-ordinates local and overseas travel arrangements for the Principal Director;
- Assists in the preparation of the budget for the Division;
- Updates and maintains payment database for the Division
- Compiles and submits payments report as request by the Principal Director
- Prepare commitment voucher/purchase orders for the office of the Principal Director
- Prepares Administrative Budget for the Office of the Principal Director as requested PD

Technical/Professional

- Disseminates information for meetings to relevant staff/officers;
- Takes and produces minutes of meetings and ensures dissemination of same
- Reads and analyses incoming memoranda, submissions and reports, to determine their significance and plan their distribution;
- Conducts research, collects and analyses data to prepare reports and documents for consideration and presentation by the Director;
- Prepares written responses to routine enquires as requested by the Director;
- Prepares and modifies documents including correspondence, reports, drafts, memoranda and emails;
- Coordinates and facilitates the flow and distribution of information between the Permanent Secretary's Office and other Division's/Unit's within the MOH and Regional Health Authorities;
- Liaises with Directors and Programme Managers in order to follow-up on matters as well as to get information for various purposes.

PERFORMANCE STANDARDS

- Accurately prepares Unit administrative budget within the stipulated timeframe
- Accuracy and Timeliness of Database updates
- Purchase Order/Commitment Vouchers prepared in accordance with Procurement and Accounting standards and within the agreed timeframe
- Accurate Minutes of meetings produced and circulated in a timely manner;
- Action sheets distributed within the agreed timeframe
- Confidentiality of information in documents and written correspondence is preserved;
- Reports and documents utilizes the appropriate formats are accurate and, comprehensive;
- Concerns/contributions by Heads of Units and individuals are documented in a confidential and timely manner;
- Follow-up actions investigated and reported on as necessary;
- Administrative policies and procedures prepared in accordance with set guidelines;
- Research conducted is of quality standard, accurate and comprehensive;
- Reports prepared are accurate, comprehensive and timely;
- Callers and visitors treated with courtesy and request/questions appropriately addressed;
- Stipulated deadlines and quality standards are consistently met;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Harmonious relations are maintained with staff members and external contacts.

OTHER RESPONSIBILITIES

- Any other assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position

AUTHORITY:

- Access confidential information within the scope of duties
- Accord priority status to incoming correspondence which require urgent action.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES

- Knowledge of general administrative practices and principles;
- Knowledge of the Ministry's policies and procedures
- Strong organizational and multitasking skills
- Attention to detail and accuracy of work
- Ability to handle sensitive and confidential information with discretion
- Excellent verbal and written communication skills

- Proficiency in Microsoft Officer Suite (Word, Excel Outlook)
- Strong decision-making skills.
- Strong customer orientation skills.
- Strong initiative and resourcefulness skills.
- Ability to interact with staff at all levels in a fast-paced environment.
- Ability to work independently with little or no supervision
- Excellent organizational and time management skills

<p>MINIMUM REQUIRED EDUCATION AND EXPERIENCE</p>

- Diploma in Public Administration or Management Studies;
- At least One (1) years of experience in a similar administrative support position; or, an equivalent combination of education and experience

OR

- 5 CXC or GCE ‘O’ Level subjects including English Language and Mathematics or a numeric subject; successful completion of the prescribed Secretarial/Administrative Management Course of study at the Management Institute for National Development (MIND) or equivalent Course.
- Minimum 2 years’ experience in a similar capacity in the secretariat skills

Kindly submit a cover letter and resume along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.

Applications with résumés are to be submitted no later than Friday, May 29, 2026, to:

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

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