

CAREER OPPORTUNITY
MINISTRY OF LABOUR AND SOCIAL SECURITY
Social Protection for Increased Resilience and Opportunity Project
(SPIRO Project)

PROJECT ADMINISTRATIVE ASSISTANT

The Social Protection for Increased Resilience and Opportunity Project (SPIRO Project) is between the Government of Jamaica (GOJ) and the World Bank in the amount of US\$20 million in loan resources. The Project is being implemented by the Ministry of Labour & Social Security in collaboration with the Planning Institute of Jamaica (PIOJ).

The Project development objective for the SPIRO Project is to expand coverage of social protection in Jamaica and to strengthen its social protection delivery system, particularly its capacity to respond to shocks.

1.0 Job Purpose

The purpose of the Project Administrative Assistant position is to provide administrative and technical support necessary for the effective execution of the Social Protection for Increased Resilience and Opportunity Project (SPIRO Project).

2.0 Scope of Work

The Project Administrative Assistant will be required to undertake activities as outlined below.

- Provide administrative and logistical support to the Project Implementation Unit (PIU), in the implementation of the activities of the Project.
- Provide the inputs required of the PIU to ensure the timely procurement of the goods and services to be acquired under the project, including the preparation of relevant documentation, and acting as Secretary to evaluation procedures as directed.
- Assist in monitoring the progress of consultancy assignments and troubleshooting as necessary.
- Assist with the scheduling and coordination of meetings, and workshops, missions, site visits etc., and maintain a calendar of PIU activities.
- Support the maintenance of various databases linked to project functional areas, including (but not limited to); procurement, contract management, and monitoring and evaluation.
- Assist with the preparation of all reports, as necessary.
- Serve as Recording Secretary to the Programme Steering Committee and other meetings related to the Project, including key follow-up actions.
- Prepare and disseminate meeting notes according to 3.6 above within agreed timelines.
- Prepare letters and memos in support of the work of the PIU as appropriate.
- Creation and maintenance of physical and electronic project records filing system; and
- Assist with any other activity that is required for the successful management of the programme.

3.0 DELIVERABLES

The following are deliverables expected from the Project Administrative Assistant.

- Project reports and schedules
- Preparation for and coordination of workshops; missions; site visits; meetings convened for the Programme Steering Committee
- Minutes of Programme Steering Committee Meetings and all other meetings of the PIU

- Up-to-date project correspondence and files
- Fully maintained, up to date project databases

4.0 QUALIFICATION AND EXPERIENCE

The incumbent should possess:

- A first degree in Public Administration/Management/International Relations/Economics or an equivalent qualification from a recognized institution.
- At least five years' experience in office or project administration/management.
- Familiarity with Government's and/or International Development Partners procurement guidelines and procedures.
- Proficiency in the use of Microsoft Office applications including Word, Power Point, Projects, and Excel.

Additionally, he/she is expected to demonstrate the following competencies:

- Good knowledge of operational and administrative procedures related to programme development, administration, and implementation.
- Ability to apply good judgment in prioritizing assignments.
- Effective time management and organizational skills.
- Efficiency in meeting commitments, observing deadlines, and achieving results.
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies.
- Excellent analytical and problem-solving skills.
- Highly developed people and team skills.

5.0 CHARACTERISTIC OF THE ASSIGNMENT

Duration: For two (2) years in the first instance

Place of Work: Ministry of Labour & Social Security

6.0 REPORTING AND LOCATION

The Project Administrative Assistant will be located within the Project Implementation Unit. He/she will report to the Project Manager for the PIU.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, July 12, 2024** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: SPIROProject@mlss.gov.jm

We thank all applicants for their interest but responses will be sent only to shortlisted applicants.