



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITY

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

Administrator 2 (GMG/AM 2)

Applications are invited from suitably qualified officers to fill the positions of **Administrator 2 (GMG/AM 2) (Vacant) within the Overseas Employment and Migration Services, East Street.**

1. Strategic Objectives of the Division (in which the position is located):

To undertake the island wide execution of pre selection and selection exercises to recruit workers for the United States and Canadian Farm work Programme as well as for the US hospitality workers programme and the Canadian Low Skilled programme. The section also caters to the welfare and support of the workers' families and assist injured and ill workers to receive follow- up medical care. The management of the information on each worker is also performed by this section.

2. Job Purpose:

To provide support to the Director, Overseas Employment and Migration Services and other members of staff through assistance with the maintenance of an efficient welfare unit by monitoring and addressing the needs of overseas workers who have been medically repatriated. This position also performs duties in the Secretariat and the Overseas Employment and Family Services Unit as necessary.

3. Key Outputs:

- Memoranda/letters and general correspondence
- Reports
- Communication with ill and injured workers with regards to their specific situations as is necessary
- Scheduling of medical appointments for sick and injured workers
- Communicating with medical service providers regarding workers status, arrangements to be made for treatment and outstanding payments.
- Medical Reports from medical providers delivered to the Overseas Liaison Offices
- Communicating with Overseas Liaison Services on behalf of workers
- Maintenance of medical records of workers
- General administrative support
- Assisting with the execution of the Preselection exercise to select ne workers for the overseas employment programme.
- General support to undertake other activities in the Secretariat/Family services Unit

4. Key Responsibility Areas:

- Preparing reports in relation to the status of sick and injured as requested
- Assisting the Administrator 3 in the preparation of documentation on the situation of sick and injured workers
- Liaising officers at the Jamaica Central Labour Organization (JCLO) in the United States and the Jamaica Liaison Service (JLS) in Canada on a regular basis in relation to the medical status of workers, payments to medical services providers, and other matters relating to workers' welfare.
- Liaising with medical services providers regarding the scheduling of appointments for workers, the preparation of reports on workers status, payments due for services provided.
- Providing general administrative support to the Administrator 3 in respect of the provision of welfare services to the participants in the Overseas Employment programme.

- Maintaining an efficient filing system to ensure that the records of all sick and injured workers are kept updated.
- Retrieving grell cards from the registry in order to obtain personal information on overseas workers to facilitate legal processes and the provision of information to other authorized parties as required.
- Picking up from the airport and accompany home participants of the Overseas Employment Programme who are being repatriated for medical reasons
- Liaise with family members of sick, injured and deceased workers in relation to necessary follow-up actions.
- Making all medical appointments (including x-ray, physiotherapy) for injured workers who participated on the Overseas Employment Programme
- Communicating with and collecting reports from all the medical providers who render professional services to injured workers
- Contacting prospective persons for the medical exercise to be conducted at the Overseas Employment Processing Centre
- Providing information to the general public as well as assisting farm workers based on their queries
- Preparing documents for medical, pre-selection and updating the master files after selection
- Assisting and providing support to the recruiting team during pre-selection exercises
- Assisting in carrying out data entry of candidates' information during recruitment exercises.
- Responding to customer queries via telephone and face to face contact
- Any other duties assigned

5. Performance Standards:

- Reports on the status of injured and ill workers prepared according to specification an in a timely manner
- Filing system is well maintained and files easily accessed when required
- Communication with medical services providers and overseas liaison services is timely and productive
- Injures and sick workers p are provided with accurate and timely information
- Information provided to customers is accurate and provided in a timely manner
- Complies with established procedures during recruitment activities

6. Special conditions associated with the job:

- Typical office environment, no adverse working condition.
- Required Competencies (Core and technical to be specified):
- Excellent oral and written communication skills
- Good interpersonal and organizing skills
- Working knowledge of relevant computer applications
- Must be highly confidential
- Must be a team player

7. Minimum Required Education and Experience

Diploma in Supervisory Management/ Public Administration or equivalent.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Wednesday, May 21, 2025** 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: resume@mlss.gov.jm
Please note that only shortlisted persons will be contacted.