

CAREER OPPORTUNITY

ADMINISTRATOR

Job Purpose

The incumbent is expected to provide high-level administrative management services to include timely stakeholder interface, research, and logistical support.

Pay Scale: Level 5; salary starting at \$2,190,302 p.a.

Main Responsibilities:

- Ensure effective business operations to foster sustainable programme/project planning, development and execution of stated goals and objectives;
- Collaborate with team members for the timely production and submission of research papers, publications and reports;
- Assist with the preparation of, and provide input in the development of plans of action and projects;
- Organise events to include meetings, workshops and consultations as required;
- Record, produce and circulate Minutes of all relevant Committees and Working Groups hosted by the Institute;
- Maintain Records Information Management (RIM) and database systems in accordance with the GOJs Data Protection Act and RIM Policy.

Qualification and Experience Required

- Bachelor of Science in Business/ Public Administration or an equivalent qualification from a recognized institution.
- At minimum five (5) year's demonstrated experience in office administration/management and secretarial fields.

Knowledge/ Skills/Attributes

- Strong time management, organisation and multitasking abilities
- Knowledge of GOJ's Records Management Information System
- Planning and Research
- Strong critical thinking and problem-solving skills
- Professionalism, initiative and customer centric
- Attention to detail
- Oral and written communication skills
- Technical writing skills would be an advantage

Applications should be submitted, no later than **February 2, 2026** to:

Director, Human Resources
Planning Institute of Jamaica
16 Oxford Road
Kingston 5
Fax: 906-4615

We thank you for your expressions of interest, however, only shortlisted applicants will be contacted.