

PROJECT ASSISTANT - BUILDING PRACTITIONERS BOARD FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT

The Planning Institute of Jamaica (PIOJ) seeks to identify suitable applicants for the position of **PROJECT ASSISTANT - BUILDING PRACTITIONERS BOARD** at the **MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT**

The position will provide technical support and administrative services to the Registrar, to support the efficiency and effectiveness in the functioning of the Building Practitioners Board.

KEY FUNCTIONS INCLUDE:

- Provide administrative support to the Registrar of Building Practitioners and the Building Practitioners Board.
- Organize and manage meetings, including appointments with stakeholders, logistical arrangements and providing recording secretary support.
- Attend all meetings and document issues, agreements and actions
- Prepare or assist in preparing presentations for meetings.
- Maintain up-to-date records on all activities
- Provide stakeholder and communication management support.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Associate Degree in Administrative Management, or Social Science discipline, or equivalent.
- A minimum of five years' experience in public or private sector at the senior administrative level performing similar functions.
- Demonstrated knowledge of Microsoft Office, or relevant software.
- Five years' experience in the management of administrative functions of an office.
- Five years' experience in note take at meetings.
- Five years' experience in report preparation.

SKILLS AND COMPETENCIES

- Good knowledge of operational and administrative procedures related to project management, administration and implementation
- Time management and ability to apply good judgment in prioritizing assignments;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies;
- Critical thinking and problem-solving skills

The detailed Terms of Reference can be found at the following website:

<https://www.pioj.gov.jm/employment-opportunities/>

Applications should be submitted no later than March 4, 2022 to:

Re: PROJECT ASSISTANT - BUILDING PRACTITIONERS' BOARD
E-mail: vacancies@pioj.gov.jm

We thank all applicants for their interest however; only short-listed candidates will be contacted.