



# CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

## **Administrative Assistant – Research and Publications** (Salary Range: \$3,501,526.00 - \$4,709,16.34 per annum)

### **Job Scope:**

Reporting to the Manager, Research & Productions, the Administrative Assistant is responsible for providing administrative support to the Research & Publications Department. Additionally, the incumbent coordinates inter and intra department communications, plans and organises departmental meetings, prepares correspondence, as well as maintains a proper records management system to facilitate easy access and security of files in the Department.

### **Core Functions:**

- Provides administrative support to the Manager.
- Prepares routine correspondence and produces other documents as required.
- Screens calls and refers calls to the relevant officers.
- Receives and directs visitors to the Department.
- Receives, opens, sorts and distributes incoming correspondence.
- Coordinates departmental meetings, prepares/compiles appropriate meeting documents and follows up on post meetings actions and decisions.
- Attends meetings, records minutes and reproduces same for circulation.
- Maintains an up-to-date departmental records management system.
- Coordinates the attendance register in the Department and prepares monthly reports for submission to the Human Resource Management & Development Department.
- Generates production, weekly, monthly and any other relevant reports.
- Monitors and orders supplies for the Department's administrative, research functions and design/print production activities.
- Collects revenue for the Department from the sale of publications and/or design/print jobs, writes receipts, collects and secures payments (cash/company cheque/card) in accordance with Government Accounting Standards and submits cash reports and payments to the Finance Department as required.
- Liaises with external suppliers to source supplies and services and ensures that purchases are in tandem with the Government Procurement Guidelines.

### **Qualifications and Experience:**

- Associate degree or Diploma in Business Administration, Management Studies or equivalent qualifications from a recognised institution.
- Two (2) years' experience in a comparable working environment.
- Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) designation desirable.

### **Required Competencies**

- Highly developed communication, interpersonal and customer relations skills.
- Strong organisational and time management skills.
- High integrity and professionalism.
- Ability to maintain confidentiality and exercise discretion.
- Knowledge of administrative practices and procedures.
- Knowledge of records/file management systems.
- Minutes and report writing skills.
- Proficient in Microsoft Office software – Word, Excel, PowerPoint, Outlook Express, etc.

Applications should be forwarded no later than  
**Thursday, April 30, 2026** to:

**The Director, Human Resource Management & Development  
Jamaica Information Service  
58a Half Way Tree Road, Kingston 10  
Email address: hrmanager@jis.gov.jm**

**We thank all applicants for their expressions of interest;  
however, only shortlisted candidates will be contacted.**