**Career Opportunity**

The Ministry of Legal and Constitutional Affairs (MLCA) is seeking to recruit a suitably qualified person to fill the vacant position of **ADMINISTRATOR (GMG/AM 2)** in the Corporate Communications and Public Relations Division with salary ranging from **$1,711,060.00 to $2,301,186.00 per annum.**

**Job Purpose**

To provide administrative support to the Corporate Communications and Public Relations Division.

**Key Responsibilities**

* Logs and monitors incoming/outgoing calls/clients, route and direct accordingly;
* Takes and transcribes notes and produces minutes/reports;
* Monitors, updates and submits attendance register;
* Schedules and coordinates meetings for the Corporate Communications and Public Relations Division;
* Establishes and maintains a records management system for the Division;
* Records incoming and outgoing mail and distributes accordingly;
* Drafts response to routine correspondence for relevant signature;
* Monitors activities on behalf of the Corporate Communications and Public Relations Division for stationery and office supplies and ensures the adequacy of the Office’s stationery and supplies;
* Proof reads documents for accuracy, completeness and conformity to established formats;
* Management of the office’s physical resources, such as printers, computers, phones etc. and promptly report for repair or replacement of faulty equipment;
* Compiles, stores and retrieves management data;
* Arrange sensitisation sessions/meetings for the Branch;
* Manage the Division’s inventory such as paraphernalia;
* Manage purchasing, invoicing and payments for the team
* Prepare expense reports, monitoring spending, and ensuring that the Division stays within its budget;
* Performs any other duties as assigned.

**Required Skills and Competencies**

* Excellent interpersonal skills;
* Excellent oral and written communication skills;
* Excellent time management skills;
* Excellent organizing and planning skills;
* Excellent typing skills.

**Minimum Required Qualification & Experience**

* Diploma in Administrative Management, Public Administration or related field;
* At least one (1) year relevant experience.

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor

***no later than Thursday, June 26, 2025 to:***

**Director, Human Resource Management and Development**

**Ministry of Legal and Constitutional Affairs**

**1A Fairway Avenue,**

**Kingston 6**

**Email:** **careers@mlca.gov.jm**

**The Ministry of Legal and Constitutional Affairs thanks all applicants for their interest, but only those shortlisted will be contacted.**