

**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 Human Resource Management and Development Branch with salary ranging from **$1,711,060.00 to $2,301,186.00 per annum.**

**Job Purpose**

The Administrator will be required to update and maintain the automated Personnel Records Management System and to provide support to the Human Resource Management and Development Branch.

**Key Responsibilities**

* Assist in maintaining a Management Information Systems database to provide support for the manpower planning activity as well as ensuring that staff list it current and accurate;
* Entering data on the database for employees, e.g. separation, leave record, payroll information, education and training and personal information;
* Maintains the Human Resource Management & Development (HRM&D) web pages and vacancy list;
* Assist in conducting research to identify HR related information to keep the Branch informed of industry changes and abreast with new best practices;
* Assist in preparing reports and analysis, to include:
  + Recruitment;
  + Employees acting in clear vacancies;
  + Promotions;
  + Staff resignations;
  + Employees who have been temporarily employed for more than six months;
  + Attrition rate;
  + Employees leave.
* Support the preparation of information surveys;
* Prepare interview packages for interviewers;
* Assist in administering assessment for new recruits;
* Prepares schedule of short-listed applicants and advises same re-date, time and venue for interview;
* Tracks data/correspondence through the use of data application software;
* Any other duties 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 Human Resource 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**](mailto:careers@mlca.gov.jm)

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