



Applications are being invited from suitably qualified persons to fill the following vacancy:

➤ **Administrative Officer (GMG/AM 3) – Manchester Parish Library Network**

**Job Purpose:**

The Administrative Officer will coordinate delegated matters pertaining to personnel and ensure the proper maintenance and upkeep of the physical facilities at the Parish and Branch Libraries.

**Key Responsibilities**

- Manages the Human Resource Management Division by:
- Interpreting the Jamaica Library Service's policies and procedures for staff
- Preparing and disseminating memoranda to outline changes in organization administrative policies and procedures to supervise staff to improve work flow.
- Coordinating the offices services including records control, housekeeping and special reports
- Participating in the orientation of new employees and providing them with information on the operations of the Parish Libraries the employment contracts and documentation on the conditions of service
  
- Maintains the Human Resource Management Division functions in the Parish Library by:
- Keeping up-to-date with the HR policies of the Jamaica Library Service
- Advising and assisting supervisors on personnel matters
- Participating in staff recruitment contact with advertising media, schools, or other sources of man power to find suitable personnel to fill vacancies
- Arranging and assisting with the selection of personnel e.g. interviewing screening and testing job applicants
- Preparing letters of appointment
  
- Participates in staff appraisal by:
  - Ensuring the preparation of performance appraisals and other forms of reports on employees
  - Monitoring the implementation of performance appraisal
  
- Plans, organizes and implements staff welfare, health and safety services recreation facilities Assists with the execution of employee grievance procedures in keeping with the overall grievance procedures of Jamaica Library Service
  
- Administers regulations governing conditions of employment by:

- Ensuring that proper procedures are followed in processing applications for vacation leave, study leave, pre-retiring benefits, leave passage loans and salary advances and other employee benefits
- Maintaining personnel records for pension purposes, gratuity payments and other scheme
- Submitting records for pension purposes to the appropriate authority on termination of employee's services

#### **Key Competencies**

- Highly developed analytical, interpersonal and communication skills
- Sound knowledge of the Staff Orders, Public Sector Rules, Regulations, Acts and Guidelines
- Sound knowledge of the Government Procurement Procedures
- Well-developed time-management skills
- Strong interpersonal and negotiating skills inclusive of counseling, grievance handling and interviewing
- A high level of proficiency in the use of computer applications
- Good knowledge of event planning

#### **Qualifications & Experience**

- University Degree in Management Studies, Public or Business Administration
- Minimum of two (2) years working experience

**Salary Scale: \$1,229,060.00 p.a. - \$1,460,966.00 p.a.**