

INSTITUTE OF JAMAICA
(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following **TEMPORARY** position in Central Administration of the Institute of Jamaica (IOJ):

ADMINISTRATIVE ASSISTANT (GMG/AM 2)

SALARY: \$1,711,060.00 TO \$2,301,18600 per annum
(Please note that new employees are paid at the minimum rate)

JOB SUMMARY

To perform all secretarial and administrative functions of the Assets Management Department.

KEY RESPONSIBILITIES

- Composes letters and memoranda from general instructions and answers routine correspondence
- Schedules appointments and arranges meetings
- Establishes a reminder system for ongoing/outstanding activities for the Assets Manager
- Receives incoming mail and follows up with appropriate action.
- Keeps list of all contractors employees onsite and records NIS, NHT and Income Tax deductions
- Identifies and resolves various problems and situations that affect the orderly and efficient flow of work in transactions with parties outside the organization
- Maintains Tender Register
- Keeps a list of contracts with all associated documents as directed by the Assets Manager for presentation to Internal and External Auditors.
- Updates vehicle log to ensure that maintenance and operational costs are recorded.
- Maintains a record of fuel used.
- Establishes a schedule for routine certification and licensing of company vehicles
- Documents all maintenance requests for approval by the Assets Manager.
- Lists all capital projects with estimated cost as given by the Assets Manager

MINIMUM QUALIFICATION/ EXPERIENCE

- Degree/Diploma in Business Studies from a recognized institution plus four (4) years' working experience
- Certificate in Supervisory Management would be an asset.

Applications should be submitted no later than Friday, September 19, 2025 to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston**
Email: personnel@instituteofjamaica.org.jm