



Ministry of Transport & Works

Career Opportunity

Applications are invited from suitably qualified persons to fill the position of:

Administrator 3 (GMG/AM 3) (Transport Policy Unit)

JOB SUMMARY

Reporting to the Senior Transport Policy Officers, the successful candidate will be responsible for:

- The preparation of the Unit's Budget and monthly cash flow
- Assisting in the preparation of Quarterly Legislation Status Reports for submission to the Cabinet Office
- Assisting with the preparation of Quarterly Reports to Cabinet Office regarding the implementation of Cabinet decisions
- Assisting with the dissemination of Drafts, Bill, Regulations and the issuing of drafting instructions to the Chief Parliamentary Counsel
- The maintenance of stock and the timely requisition to meet the needs of the staff of Unit

QUALIFICATION AND EXPERIENCE

- First Degree in Public Administration/Business Administration/Management Studies or any other related discipline along with one (1) year experience in a similar capacity;
- OR**
- Associate Degree/Diploma in Business Studies/Business Administration along with two (2) year experience in a similar capacity
- OR**
- Certificate in Business Administration along with three (3) years experience in a similar capacity

REQUIRED COMPETENCIES

- Knowledge of Budget preparation
- Proficiency in the use of relevant computer applications
- Good interpersonal and team building skills
- Excellent oral and written communication skills

Applicants who are highly committed and motivated are invited to submit applications in writing and a current resume' no later than **28th March, 2011** to:

**Senior Director, Human Resource
Management & Administration
Ministry of Transport and Works
138h Maxfield Avenue
Kingston 10.**