



Ministry of Transport and Works

Career Opportunity

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

Administrator (GMG/AM 1) – Road Safety Unit

JOB SUMMARY

Under the general supervision of the Director, Road Safety, the incumbent will be responsible for providing administrative support to the Road Safety Unit. This includes maintaining proper accounting records, procurement of goods and services, records management and providing personnel and general office services.

QUALIFICATION AND EXPERIENCE

- Certificate or Diploma in Office Management, Public Administration or any other related discipline
- Minimum of three (3) years working experience

REQUIRED COMPETENCIES

- Knowledge of Government's procurement practices and principles
- Inventory management skills
- Government accounting principles
- Budget preparation techniques
- Good knowledge of Records Management
- Excellent supervisory and interpersonal skills
- Excellent planning and organizing skills

Applicants who are highly committed and motivated are invited to submit applications in writing and a current resume' no later than **19th May, 2010** to:

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

Please note only short-listed applicants will be contacted