



## **TERMS OF REFERENCE**

### **PUBLIC SECTOR TRANSFORMATION & MODERNIZATION DIVISION SHARED CORPORATE SERVICES PROGRAMME**

#### **CENTRALIZATION OF LEGAL SERVICES PROJECT (TRANSITION TEAM)**

##### **ADMINISTRATIVE ASSISTANT**

### **1.0 Services Required**

The Government of Jamaica (GoJ), represented by the Office of the Cabinet (OoC), is seeking proposals from individuals to provide administrative and secretarial support to the Transition Team mandated to lead the transition and integration of the provision of legal services to the Attorney General's Chambers (AG's Chambers).

### **2.0 Background**

The Government of Jamaica (GOJ) has decided to implement the Public Sector Master Rationalization Plan recommendation to centralize the provision of legal services. Transition to a centralized organization needs to be approached strategically and systematically as the changes are manifold. A coordinated approach supported by senior leadership is essential. Given the complexity of the exercise, a structured approach is crucial to meet the commitment of centralized legal advice and services for the GOJ.

An effective way to ensure this structure is in place, and thus increase the chances of success, is through the adoption of a project management approach using a temporary full-time, transition team with expertise in key areas. Once the Transition Project Team (TPT) is in place and has completed preparatory work, Ministries and other central government organizations' Legal Service Units (LSU) will be centralized one by one as arrangements are made and Memoranda of Understanding negotiated between the AG's Chambers and the organizations being centralized.

The TPT will assist the AG's Chambers with the transition of LSUs to the AG's Chambers. Initial phases of the project will focus on strengthening the AG's Chambers structure and functioning while moving responsibilities and positions of LSUs to the AG's Chambers.

### **3.0 Assignment Objective**

The purpose of the assignment is to support the Project Management Team in the strategic and daily operational management of the project. The Administrative Assistant will provide administrative and secretarial support necessary for the effective execution of the Transition Team in their overall implementation project plan.

### **4.0 Scope of Work**

The Administrative Assistant is required to provide administrative and secretarial support necessary for the effective execution of the Transition Team in its overall implementation project plan, and to ensure that all services are successfully delivered. At a minimum, the Administrative Assistant will be expected to:

- Manage calendars and arranges appointments for members of the Transition Team
- Arrange meetings, workshops, seminars and sensitization sessions.
- Prepare and proofread correspondence including reports, templates, training material, staff manuals, memoranda and documents.
- Act as a liaison between the transition team and the members of staff in head office and the LSUs to provide relevant updates and information
- Transcribe dictated or written material, using shorthand, dictation equipment or handwritten drafts.
- Maintain a well-organized filing system
- Prepare routine correspondence and respond to routine queries.
- Photocopy and fax documents
- Receive, sort and distribute incoming mail
- Any other duties as assigned

### **5.0 Deliverables**

**5.1 The deliverables under this project are outlined in the table below. All documents submitted must conform to the following minimum standards:**

- should follow the draft outline that is to be submitted to and approved prior to the deliverable being formally submitted;
- use language appropriate for a non-technical audience;
- be comprehensive, properly formatted and well presented;
- provide justifications for all assumptions;
- show evidence of consultation;
- be presented to the Steering Committee to allow for feedback and comments;
- final version of deliverable to incorporate Steering Committee feedback and be submitted in electronic editable format and two hard copies.

## 5.2 Table - Deliverables

NO.	KEY DELIVERABLES	DESCRIPTION
1.	Documents and Reports	The preparation of documents and reports in agreed format and timeframe
2.	Meetings and Seminars	The arranging of seminars, workshops and meetings based on agreed timeline
3.	Calendars	Develop and maintain calendars
4.	Records management	Update and maintain filing systems

### 6.0 Reporting Relationship

The officer will report to the Project and Change Management Executive.

### 7.0 Supervisory Responsibility - None

### 8.0 Technical Expertise Required

The ideal candidate should possess:

- A Diploma in Secretarial Studies from an accredited institution; OR,
- A Diploma in Business Administration or equivalent
- 4 CXC/GCE O' Levels, inclusive of English Language
- Five (5) years related experience

The candidate will also be expected to demonstrate the following:

#### **Key Competencies:**

- Excellent Word Processing skills (minimum of 60 wpm)
- Proficient in the use of the relevant Microsoft Office computer applications (Microsoft Word, Excel, Power Point)
- Excellent communication skills (both written and oral)
- Excellent time management, interpersonal, and organizational skills, including the ability to deal with individuals at all levels
- Good judgment, a high degree of initiative and excellent work ethic
- Ability to apply good judgment in prioritizing assignments;
- Effective time management and organizational skills;
- Efficiency in meeting commitments, observing deadlines and achieving results;

- Excellent analytical and problem-solving skills;
- Highly developed people and team skills.

## **9.0 Key Interfaces**

### ***9.1 Internal***

Project Transition Team  
Director, HR and Administration

### ***9.2 External***

Legal Service Unit staff

## **10.0 Location and Working Conditions**

The officer will be provided with office space at the AG's Chambers at NCB North Tower, 2 Oxford Road, Kingston 5, including:

- access to information /technical personnel;
- any other assistance that may be reasonably required to undertake the duties identified in this Terms of Reference.

## **11.0 Travel**

The officer is expected to travel to other LSUs with the Transition Project Team.

## **12.0 Expected Hours of Work**

This is a full-time position, with the normal working days and hours being Mondays to Fridays – Mondays to Thursdays (8:30 a.m. to 5:00 p.m.) and Fridays (8:30 a.m. to 4:00 p.m.). However, he/she should expect to work beyond normal working hours (including weekends), based on the exigencies of the job.

## **13.0 Commencement Date and Period of Execution**

The officer is expected to commence duties by April 2018. He/she will be contracted for one (1) year in the first instance; after which, the contractual terms will be reviewed and an extension of the period may be considered for another 12 or 24 months.

Interested individuals may submit applications by **Wednesday March 14, 2018.**

**THE PROCUREMENT AND ADMINISTRATIVE MANAGER**  
**STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT**  
Ministry of Finance and the Public Service  
30 National Heroes Circle  
Kingston 4, Jamaica WI  
Email: spstp@mof.gov.jm