



# Ministry of Transport & Works

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## Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the Island Traffic Authority:

### **Administrator (GMG/AM 3)**

#### **JOB SUMMARY**

The successful candidate will be responsible for administering the human relations functions of the department i.e. leave administration, training, performance monitoring; procurement of goods and service for the department and all other general administrations.

#### **QUALIFICATION AND EXPERIENCE**

- Diploma in Management Studies/Office Management or any other related discipline
- Minimum of three (3) years experience in a similar capacity

#### **REQUIRED COMPETENCIES**

- Excellent planning and organizing skills
- Supervisory and interpersonal skills
- Knowledge of Government's procurement practices and principles
- Working knowledge of Records Management
- Knowledge of Public Accounting Principles
- Budget preparation technique
- Excellent written and oral communication skills
- Excellent customer service relation skills

An application along with a current resume' should be submitted no later than **22<sup>nd</sup> January 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**