



Applications are invited for the post of

Assistant Director of Elections – Administration (GMG/SEG5)

JOB SPECIFICATIONS

Minimum Educational Requirements

- Bachelor's Degree in Management Studies, Public Administration or equivalent qualification;
- Minimum three (3) years' experience as a Senior Manager with responsibilities for multiple general administration functions;
- Project Management experience.

Technical and Functional Competencies

- Excellent leadership and interpersonal skills;
- Excellent problem solving skills;
- Working knowledge of government guidelines relating to Procurement and Human Resource related issues and corporate governance;
- Good working knowledge of computer applications;
- Ability to communicate effectively both orally and in writing;
- Excellent customer relations skills.

Performance Standards

- Procurement in good time and in appropriate quantities, items for enumeration, election and other materials;
- Develops and implements appropriate human resource management systems to enhance the organizational environment to attract and retain competent staff;
- Provision of administrative support services;
- Development and maintenance of organization wide disaster preparedness and recovery plan;
- Development of an efficient fixed asset management system;
- All key deliverables are produced within established time frame;
- Confidentiality and integrity are exercised.

Applications must be submitted no later than Friday, August 31, 2018 via email to:

Email: assistantdirector@ej.com.jm

Please note that only short listed applicants will be contacted.