



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



Health. Safety. Fairness in Trade.

The National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

ADMINISTRATIVE SERVICES OFFICER (LEVEL 7)

Salary Range: \$4,266,270 – 5,737,658 per annum

JOB SUMMARY

Under the general direction of the Director, Human Resource Management & Administration, the **Administrative Services Officer (Level 7)** is responsible for the effective management and coordination of administrative services, with primary responsibility for fleet management, building and facilities management, and procurement support services. The post holder ensures that these functions operate efficiently, in compliance with Government of Jamaica (GOJ) policies, and support the NCRA's strategic objectives, governance framework, and operational effectiveness.

KEY RESPONSIBILITIES

Management/Administrative Responsibilities

- Plans, organises, and manages administrative services across the NCRA
- Develops, implements, and reviews administrative policies, procedures, and systems
- Advises senior management on administrative, operational, and resource matters
- Identifies risks within administrative operations and implements mitigation measures
- Prepares and submits reports to management on administrative performance
- Coordinates work plans, schedules, and resource utilisation within the administrative function

Fleet Management Responsibilities

- Manages the utilisation, maintenance, safety, and cost-effectiveness of the organisation's vehicle fleet
- Ensures compliance with GOJ regulations, insurance requirements, and road traffic laws
- Monitors vehicle logs, fuel usage, servicing schedules, and repair records
- Supervises drivers and ensures adherence to operational standards

Building & Facilities Management Responsibilities

- Oversees the maintenance, safety, and security of office buildings and facilities
- Coordinates repairs, renovations, and preventative maintenance programmes
- Ensures compliance with occupational safety and health standards
- Supervises the Attendant and Handyman to ensure facilities are maintained to acceptable standards

Procurement and Asset Management Responsibilities

- Coordinates procurement activities in accordance with GOJ Procurement Guidelines
- Prepares procurement plans, requisitions, and supporting documentation
- Liaises with suppliers, consultants, and contractors to ensure timely delivery of goods and services
- Maintains records for assets, inventory, contracts, and service agreements

Supervision and Human Resource Support Responsibilities

- Supervises and provides direction to the Attendant, Driver, Customer Service Officer, and Artisan
- Assigns duties, monitors performance, and supports staff development
- Ensures adherence to organisational policies, procedures, and standards
- Promotes professionalism, accountability, and customer service excellence

Governance Risk and Compliance Responsibilities

- Ensures administrative operations align with organisational governance frameworks
- Supports internal and external audits by providing accurate records and responses
- Identifies and manages administrative and operational risks
- Ensures compliance with financial, procurement, and public sector accountability requirements

Other Responsibilities

- Performs any other related duties as may be assigned.

REQUIRED COMPETENCIES

- Strong communication skills
- Leadership and people management
- Planning and organisational skills
- Integrity and accountability
- Problem-solving and risk awareness
- Knowledge of GOJ policies and procedures
- Knowledge of procurement and asset management
- Knowledge of facilities and fleet management
- Proficiency in Microsoft Office and relevant systems

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Business Administration, Public Administration, Management, Logistics, Facilities Management, or related field
- Training in procurement or public sector administration would be an asset
- Minimum three (3) to five (5) years' experience in administrative or operational management
- Supervisory experience would be an asset

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal physical demands
- Mental demands associated with coordination of multiple operational functions
- May require extended hours during emergencies or operational exigencies

Applications must be submitted no later than **February 20, 2026** by **email only** to:

**The Manager, Human Resources
National Compliance and Regulatory Authority (NCRA)
19 Hope Road
Kingston 10
humanresource@ncra.org.jm**

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.