



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITY

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

ADMINISTRATOR 1 (GMG/AM 1) (VACANT)

Applications are invited from suitably qualified officers to fill the position of **Administrator 1 (GMG/AM 1) (Vacant) within the Overseas Employment and Mitigation Services, East Street Office.**

1. JOB PURPOSE:

To assist in achieving the strategic objectives of the Overseas Employment Centre (OEC) by ensuring that participants of the Canadian and United States Labour (USL) Programmes are processed and prepared for the necessary job assignments overseas.

2. KEY OUTPUTS:

The Key Functions for this Post Include but not limited to:

- Prepare and print Medical documents
- Process and prepare workers who are recruited on the Overseas Programme
- Registration and Medical Operations
- Orientation of workers who are present at medical o process Canadian Farm Workers who successfully completed medical examinations
- Issued, checked and collected medical documents
- Supervise the preparation of Visa Applications for the processing of Work Permits at the Canadian High Commission
- Ensured that workers Police Certificates are correct
- Checked and packaged medical documents and sent to visa processing room
- Update JAM/CAN Database to reflect accuracy for all workers profile
- Safe storage and retrieval of Farm Workers personal Documents.
- Liaise with Doctors and prepare the relevant reports
- Ensure the efficiency and effectiveness at this stage of the processing for all Canadian Farm workers.
- Assisting and providing information to workers during the repatriation process.

3. KEY RESPONSIBILITY AREAS:

- Processed and file documents in respect of workers on the Canada Programme.
- Prepared and checked documents during flight processing in respect of workers travelling.
- Communicates with Directors and other relevant officers in respect of workers to be processed for flight on the Canada Seasonal Agricultural Workers Programme and Low Skill Programme.
- Prepared documents in respect of workers that are on flight
- Communicates with other officers and airline staff regarding the preparation of workers for departure.
- Communicates with other officers to confirm arrangements for transportation of workers from East Street to the airports (Norman Manley/Donald Sangster)

4. REQUIRED COMPETENCIES

- Excellent oral and written communication skills
- Excellent Computer Skills to include Microsoft Word, Excel, Outlook and Power Point, as well as Access
- Excellent Interpersonal Skills
- Ability to work effectively with team (Team player)
- Able to work effectively with clients (Farm Workers)
- Excellent organizational skills
- Good Time Management Skills

5. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- 4 CXC's or GCE's including English Language and a numerical subject.
- Computer Technology training Certificate.

6. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Overtime work absolutely necessary
- Working on weekends and public holidays when needed

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Tuesday, August 5, 2025** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: resume@mlss.gov.jm
The complete job descriptions may be viewed on our website at:- www.mlss.gov.jm
Please note that only shortlisted persons will be contacted.