



The Broadcasting Commission seeks to hire a suitably qualified person to fill the position of:

ADMINISTRATIVE ASSISTANT

JOB PURPOSE:

To provide administrative and communications support to the Senior Director, Communications, & Public Education, in streamlining and modernizing the Commission's core function of monitoring and compliance, to meet international standards and best practices.

KEY RESPONSIBILITIES:

- Manage the Senior Director's incoming and outgoing correspondence including flagging high-priority items, drafting letters for review and dispatch, and reviewing relevant reports as assigned.
- Assist with the preparation of content standards presentations.
- Review and compile content standards rulings from other jurisdictions.
- Maintain digital filing system to keep paperwork and records in order, for easy access and retrieval.
- Prepare minutes for Monitoring, Compliance and Content Committee meetings for submission to the Legal Counsel/Secretary.
- Edit audio and video recordings for MCC Meetings.
- Issue notices for Technical Committee meetings; prepare and circulate agenda and minutes.
- Liaise with the Communications & Public Education department regarding the creation of content (graphics, infographics, motion graphics/animation) to communicate content standards rulings to internal/external stakeholders.
- Assist with administration of Virtual Content Monitoring Centre.

KEY SKILLS AND COMPETENCIES:

- Good command of oral and written standard English
- Excellent listening skills and a keen eye for detail

- Proficient in use of Microsoft Office applications, editing apps/software, and video conferencing software
- Analytical/critical thinking skills
- Ability to function under pressure and work on own initiative with minimum supervision
- Excellent time-management skills
- Excellent Customer service and Human relations skills
- Knowledge of latest news and trends in music, popular culture, and entertainment

QUALIFICATION AND EXPERIENCE:

- A Certified Administrative Professional with a minimum of four (4) years' experience in an administrative position or
- A Bachelor's Degree in Business Administration or Management with three (3) years' experience

Résumé and application letter should be sent by email **no later than Friday, September 22, 2023**, to hr@broadcom.org addressed to:

Director, HR Mgmt. & Administration
Broadcasting Commission
9 Central Avenue
Kingston 10

JOB DESCRIPTION

JOB TITLE:	Administrative Assistant
DEPARTMENTS:	<i>Communications & Public Education</i>
REPORTS TO:	<i>Senior Director, Communications & Public Education</i>
POSITIONS SUPERVISED:	<i>Not Applicable</i>
LIAISE WITH:	<i>Internally: All Staff, members of the Monitoring and Compliance and Legislative and Policy Committees Externally: Commissioners, Stakeholders & General Public</i>

A. GENERAL JOB PURPOSE

The Administrative Assistant is responsible to effectively and efficiently support the Senior Director, Communications & Public Education by coordinating and performing a wide range of administrative duties.

B. JOB SPECIFICATIONS

- Preparing and collating briefs and other documents for review by the Policy & Strategy and Monitoring & Compliance Committees and any meetings organized by the Communications & Public Education Unit
- Preparing draft letters, reports, and submissions as directed
- Preparing letters to Licensees regarding regulatory matters
- Scheduling internal and external meetings
- Recording notes in meetings and prepare minutes and decision sheets within the deadline
- Liaising with Officers in the Secretariat, Commissioners and external agencies to disseminate and receive information relevant to the departments' functions
- Maintaining an up-to-date and accurate appointment diary for the Senior Director, Communications & Public Education
- Responding to enquiries and where necessary referring these to the appropriate Officers
- Maintaining accurate records, filing systems and computer files
- Communicating with internal and external clients/stakeholders to coordinate outreach or public relations activities
- Relieving the Telephone Operator/Receptionist as required

Performing any other appropriate duties assigned

C. PERFORMANCE CRITERIA

The job is satisfactorily executed when:

- There is timely and accurate completion of all duties
- The decision sheets and minutes of meetings are accurately completed and dispatched on-time
- Initiative is used to provide timely responses to general proceedings
- Records and files are current
- All activities are effectively coordinated and executed
- Professionalism is maintained at all times when dealing with internal and external clients and stakeholders
- High level of dependability and reliability is displayed

D. COMPETENCIES

- Proficiency in the use of the Microsoft Office Programmes
- Excellent command of oral and written standard English
- Ability to function under pressure and work on own initiative
- Sound Analytical skills
- Confidentiality and professionalism
- Excellent time-management skills and capability to accurately categorize and act upon priority matters
- Excellent team player and customer-oriented

E. QUALIFICATIONS AND EXPERIENCE

- Certified Professional Secretary
- Minimum of three (3) years experience in a secretarial/administrative position
- Associate Degree in Business Administration
- Specialized training /knowledge in:
 - Computing
 - Communications
 - Information Management
 - Paralegal Studies
- **Or**
- Any equivalent combination of qualification and experience

F. WORKING CONDITIONS AND PHYSICAL DEMANDS

*The position is primarily sedentary/Normal
hours of work:*

*- Monday to Thursday 8:30 am to 5:00 pm
-Friday 8:30 am to 4:00 pm*

*May occasionally work beyond normal working hours to meet deadlines, and attend meetings.
Incumbent to provide assistance in other functional areas of the Commission, in the absence of other administrative staff,
and as the workflow dictates.*
