

CIRCULAR MEMORANDUM

NO. 5 OF 2018

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From: Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

To: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Head of Departments.

SUBJECT: VACANCY NOTICE – TRAINING ASSISTANT - MINISTRY OF THE PUBLIC SERVICE, ENERGY AND PUBLIC UTILITIES

Date: 2nd March, 2018

Applications are invited from suitably qualified persons to fill the post of Training Assistant, in the Ministry of the Public Service, Energy and Public Utilities (MPSEPU).

Basic Purpose of Position:

The Training Assistant is the first point of contact for many officers directly enquiring about a learning service. The Training Assistant is expected to assist in organizing and implementing training activities and to be responsive to learning clients.

Analysis of Position:

Essential Duties and Responsibilities

- Maintain electronic and manual information systems to ensure accurate records required for training purposes
- Provide support (including troubleshooting tasks) in the planning, coordination and delivery of a full range of learning activities.
- Provide the first point of contact for clients using telephone, face-to-face and e-mail queries
- Undertake general clerical duties related to training
- Maintain and updating training activities into the HRMIS Database.
- Assist with the preparation, marketing and circulation of learning resources.

- Assist in monitoring learning services, learner profile, attendance rates and the evaluation of training activities.
- Liaise with Ministries, /Department and other stakeholders as required
- Any other duties assigned from time to time.

Skills and Competencies:

- Time management
- Very good written and oral communications skills
- Research and Analytical techniques and skills
- Excellent public relations
- ability to work with a team and independently with limited supervision
- Proficient with MS Office software packages as well as the use of other applications such as HRMIS Databases and the internet.

Qualifications required:

- (a) Be in minimum possession of a Bachelor's Degree in Education, Public Sector Management, Business Management /Administration, Tourism Management, Project Management, General Management Studies or relevant field;

AND

- (b) Have a minimum of three (3) years related experience in training or teaching.

Salary:

Payscale 14 of \$27,403 x 1,137 - \$49,006 per annum.

Interested officers in possession of the required qualifications and who have the aptitude for the post are to submit their application, with copies of qualifications, resume, two (2) recent references, through their respective Chief Executive Officers/Head of Department to the Ministry of the Public Service, Energy and Public Utilities, no later than 16th March, 2018.



JULIA LEWIS (Mrs.)
For Chief Executive Officer