



CAREER OPPORTUNITY

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

ADMINISTRATIVE ASSISTANT TO SENIOR DIRECTOR

Salary Range: \$2,190,302 - \$2,945,713 per annum, plus applicable benefits

JOB PURPOSE:

To provide high-quality administrative support to the Senior Director, Monitoring, Compliance & Investigations, in advancing the modernisation of the Commission's monitoring and compliance framework. The post ensures efficient coordination of documentation, communication, committee operations, and digital processes to enable effective regulation and stakeholder engagement.

KEY RESPONSIBILITIES:

- Prepare and manage regulatory correspondence, including decisions, acknowledgments, investigation notices, and follow-up communication.
- Provide Secretariat support for key committees, including preparing notices, agendas, reports, and minutes.
- Maintain and update electronic records of complaints, investigations, rulings, and correspondence to support efficient information flow.
- Deploy AI-enabled tools to strengthen administrative support functions, including document drafting, records management, scheduling, and workflow coordination.
- Compile and format monitoring data, content rulings, and compliance reports for internal and external use.
- Provide administrative support to the media monitoring function, including rostering and reviewing monitoring reports and timesheets.
- Coordinate cross-functional workflows between the division and other departments.
- Organise meetings, workshops, and official engagements for the Senior Director and divisional staff, including logistics and travel arrangements.

KEY SKILLS AND COMPETENCIES:

- Excellent oral and written communication skills
- Good time management and organisational skills
- Proficiency in Microsoft Office Suite and electronic records systems

- Ability to maintain confidentiality, tact, and diplomacy in dealing with stakeholders
- Knowledge of formal committee procedures and minute-taking protocols
- Ability to manage sensitive information in a regulatory environment

QUALIFICATION AND EXPERIENCE:

- Certified Administrative Management Level 2 (CAM 2) or Certified Administrative Professional (CAP) designation with at least four (4) years' experience providing administrative support in a fast-paced public sector or regulatory environment; OR
- Associate Degree in Business Administration, Management, or related discipline with at least two (2) years' experience performing administrative and operational support duties.

Résumé and application letter should be **sent via email no later than Friday, July 24, 2026**, to hr@bcj.gov.jm, addressed to:

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

WE THANK ALL APPLICANTS FOR THEIR INTEREST; HOWEVER, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.