



# GOVERNMENT OF JAMAICA

Ministry of Science, Technology, Energy and Mining  
(MSTEM)

## CAREER OPPORTUNITY

### CONSULTING SERVICES – Office Administrator, Start Up Jamaica

The Government of Jamaica (GoJ) has received funding from the International Bank of Reconstruction and Development to support youth employability in the digital and animation industries in Jamaica via a Youth Employment in the Digital and Animation Industries Project.

A critical component of this Project is the establishment of a technology accelerator called *Start Up Jamaica* (SUJ). SUJ is intended to provide, inter alia, an opportunity for collaboration, cross fertilization of ideas, creativity and the transfer of knowledge and know-how between and among tech entrepreneurs and their respective mentors.

In this regard, the GoJ is seeking to recruit an **Office Administrator** who will be responsible for the general management of the CEO's Office, and will provide efficient administrative support to Start Up Jamaica by contributing to the effective management of the Technology Hub and the achievement of its goals, and assisting with the co-ordination and monitoring of all initiatives and programmes.

The MSTEM therefore invites applications from suitably qualified persons to provide consultancy services.

**Details on this consultancy please visit our websites at:**

- [www.mstem.gov.jm](http://www.mstem.gov.jm); and
- [www.start-upjamaica.com](http://www.start-upjamaica.com)

Applications accompanied by detailed resumes should be addressed as seen below and delivered **via email** to [ibrdvedaip@mstem.gov.jm](mailto:ibrdvedaip@mstem.gov.jm) **by 3:00 p.m. EST on Friday, October 2, 2015.**

Permanent Secretary  
Ministry of Science, Technology, Energy and Mining  
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