

**Ministry of Science Technology Energy and Mining**

**Youth Employment in the Digital and Animation Industries**

**Terms of Reference**

**for**

**Office Administrator – Start Up Jamaica**

---

**BACKGROUND**

At the present time there are over 800,000 young people between the ages of 12 and 35 in Jamaica, representing approximately 34% of the population. Of these, 200,000 young people (25% of youth) are unattached, meaning that they are neither in school nor are they gainfully employed. Youth unemployment rate at the end of 2013 stood at 31.1 per cent, almost three times the overall rate of 12.8 per cent.

Since its launch in May 2012, Digital Jam 2.0 ([www.digitaljam2.com](http://www.digitaljam2.com)), and its subsequent Digital Jam 3.0 and KingstOOn have raised a lot of interest, both in Jamaica and the Caribbean region. Digital Jam 2.0 and Digital Jam 3.0 brought together industry leaders in the microwork, crowdsourcing, e-lancing and the “app economy” from the Silicon Valley, Jamaican diaspora and the region, with the objective of introducing young Jamaicans to new employment opportunities in the global virtual economy. Kingstoon, on the other hand, focused on attracting talent from Jamaica and the Caribbean for the animation sector, an increasingly growing industry in the region. As a result, multiple job opportunities, synergies and contracts arose, and a World Bank Project (Jamaica Youth Employment in Digital and Animation Industries Project) has been approved. One of the very first outcomes from this loan is the program Startup Jamaica (SUJ) ([www.start-upjamaica.com](http://www.start-upjamaica.com)), a public-private accelerator that houses start-up companies and provides them with the key skills and technology, business, management, legal and accounting support to pitch to equity investors and receive investments to grow their businesses.

**PROJECT OBJECTIVES**

The general objective of the project is to support youth employment in the digital and animation industries. The specific objectives are to: 1) Develop skills and capacities in 2D and 3D Animation and a policy framework and strategic plan for the growth of the animation industry in Jamaica; 2) Establish a technology hub to host a business acceleration program for inter alia animation, mobile apps and digital entrepreneurs 3) Increase early stage investment in tech start-ups 4) Provide research grants to support innovation information technology applications with commercial potential.

## **SCOPE OF WORK**

The Office Administrator 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 achievement of its goals, assisting with the co-ordination and monitoring of all initiatives and programmes undertaken..

The Office Administrator will therefore :

- Assist in the coordination and preparation of work plans for SUJ
- Assists with the preparation of Corporate and Operational Plans and Budgets.
- Assist in preparing technical reports and documents, including monthly and other project status reports
- Organize seminars, workshops, meetings and conferences as required by the CEO
- Undertake administrative duties relating to the Board of Directors including scheduling of meetings, recording, preparation and distribution of minutes of the meetings.
- Ensure that the office equipment and supplies are properly maintained or replaced in a timely manner as required.
- Supervise the general office activities including but not limited to telephone usage, attendance register, and general service provided by the office.
- Exercise initiative in the performance of all job functions and in dealing with matters in the absence of the CEO
- Assist in the procurement of goods and services by obtaining quotations for submission to the Procurement Officer (PIU)
- Responds to routine and other queries by analysing reports and preparing responses accordingly.
- Anticipates the needs of the office and the daily activities, and in consultation with the CEO determine the priorities for action.
- Management of Petty Cash.
- Performs other tasks and projects as required
- Liaises with relevant staff in the MSTEM and with the partners (JN,DBJ,LIME,NCB) as well as other stakeholders in the public and private sector to ensure timely two way communication required for effective implementation of initiatives
- Manages work in a confidential manner, ensuring information is shared with internal and external individuals in an appropriate manner; provides guidance to others as necessary regarding sensitive/confidential information

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- BSc. Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from an accredited tertiary institution.
- At least three (3) years' experience working in an executive-level administration/ in an Administrative Management role
- Experience in the Public Service and project management environment would be an asset.

## **PERFORMANCE STANDARDS**

- High quality administrative support delivered consistently to the CEO.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Key deliverables are produced within agreed timeframes and to required standards.
- Established deadlines, targets and quality standards are consistently met.

## **REQUIRED COMPETENCIES**

- Ability to think and act strategically across a wide range of functions.
- Ability to multitask, pay attention to detail, works under pressure and meet tight deadlines.
- Excellent planning and organization skills.
- Excellent negotiating, problem solving and decision making skills.
- Excellent communication and interpersonal skills.
- Strong customer orientation skills.
- Ability to create effective tracking and management systems and to follow up and carry tasks through to successful completion.
- Ability to work on own initiative and with minimal guidance.
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations.
- Ability to interface with senior government and private sector officials both locally and internationally.
- High level of diplomacy and initiative.
- Good working knowledge of commonly used computer applications.
- Excellent oral and written communication skills.
- Ability to record and transcribe meeting minutes.

## **REPORTING RELATIONSHIPS**

The Office Administrator will report to the Chief Executive Officer of Start Up Jamaica, while maintaining a functional relationship with the Project Manager of the Youth Employment in the Digital and Animation Industries Project (YEDAIP).

## **DURATION OF ASSIGNMENT**

The assignment will be for 24 months.

