



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 106
OSC Ref. C.6272¹³

12th May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Senior Secretary (OPS/SS 3)** in the **Cabinet Support and Policy Division, Office of the Cabinet**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Principal Director, the Senior Secretary provides effective administrative and secretarial services to support the Cabinet Support and Policy Division (CSPD) and the Policy Analysis and Review Unit (PARU) and any other service which may be required for the efficient operation of the PARU and CSPD.

Key Responsibilities

- Reproduces manuscripts and briefs prepared by or as directed by the Chief Technical Director, Principal Director and/or Staff of the PARU;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence and distributes them in accordance with established guidelines;
- Assembles and disseminates information to internal and external personnel as requested;
- Maintains a record of the movement of files/correspondence within the Cabinet Support and Policy Division (CSPD);
- Prepares memorandum and supporting documents for the procurement of items, materials and services for the Unit;
- Prepares Agendas for meetings and organizes relevant materials and documents;
- Records and reproduces Minutes of meetings and circulates same to relevant stakeholders in accordance with established guidelines;
- Maintains schedules of meetings and special appointments for the Principal Director, advising of matters requiring prompt attention;
- Assists in the maintenance of a system for the control of confidential files that allows for security and speedy retrieval of documents/information in accordance with established standards.

Required Knowledge, Skills and Competencies

- Excellent command of the English Language and effective oral and written communication skills
- Good interpersonal and customer service skills
- Sound judgment and decision-making skills
- Basic research skills
- Demonstrated initiative
- Results oriented
- Sound integrity and confidentiality
- Knowledge of the Ministry's functions, policies and procedures
- Knowledge of office practices and procedures
- Knowledge of Cabinet Submissions/Notes
- Proficient in use of computer applications especially Microsoft Office Suite (Word, Excel, Power Point)

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four (4) to five (5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' Level; training in the use of a variety of software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Tuesday, 26th May, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**