



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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26th June, 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 following **vacant** posts in the **Institute of Forensic Science and Legal Medicine**:

1. **Administrative Assistant (GMG/AM 2)**, salary range \$986,421 – \$1,172,544 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3)**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.
3. **Office Attendant (LMO/TS 2)**, salary range \$ 9,860 – \$11,156 per week.

1. Administrative Assistant (GMG/AM 2)

Job Purpose

Under the general direction of the Senior Director, Forensic Pathology, the Administrative Assistant is responsible for operational co-ordination within the Division and administering a range of administrative support activities related to the Senior Director's portfolio.

Key Responsibilities

Technical/Professional:

- Oversees and administers the day to day activities of the Department to ensure productive and efficient operation;
- Provides administrative support to the Senior Director in problem solving and in development and execution of stated goals and objectives;
- Handles directly some aspects of the Senior Director, Forensic Pathology correspondence by preparing drafts for vetting after research;
- Serves as a primary point of direct administration contact and liaison with other offices, individuals and external institutions and agencies;
- Monitors the progress of activities within the Division, provides background information, as well as preparing the Senior Director for participation in meetings;
- Arranges meetings and compiles itineraries for the Senior Director;
- Provides information by answering questions and requests;
- Composes and edits correspondence and/or memoranda on behalf of the Senior Director;
- Prepares special reports for the Senior Director;
- Schedules and co-ordinates meetings, special events and/or other similar activities for the Senior Director including travel and accommodation on official trips;
- Researches and compiles literature and data for the preparation of the Senior Director's report and/or presentation;
- Schedules weekly post-mortem list for different morgues and doctors;
- Prepares monthly Roster for Forensic Pathologists and Morgue Technicians;
- Monitors stationery and other materials; orders required quantities to ensure smooth operation of the Division;
- Prepares/drafts pre-conference papers for the Senior Director and attends meetings with her/him as the need arises;
- Ensures that the Senior Director receives reports on specific areas of the Division's operations by due dates and in the correct format;
- Keeps the Senior Director's Diary up-to-date on the status of projects, assignments and Annual Reports;
- Assists in the preparation of Corporate and Operational Plans for the Division using Microsoft Excel and PowerPoint and other related software;
- Works in conjunction with staff to prepare projections and reports;

- Liaises with other Ministries and Government Agencies in co-ordinating the Institute's programmes and projects;
- Drafts letters and memoranda for the Senior Director;
- Drafts responses to customer complaints in respect to the services and operations of the Department;
- Handles routine correspondence on behalf of the Senior Director by retrieving and sending correspondence from intranet and internet;
- Checks routinely the Department's Email Account;
- Maintains the Senior Director's Diary (both electronically and written) and records appointments, meetings, visits, etc. on a day-to-day basis. Confirms, cancels and reschedules appointment on the Senior Director's behalf;
- Organizes monthly Staff Meetings for the Department;
- Performs any other related duties delegated by the Senior Director or his/her designate, from time to time.

Required Knowledge, Skills and Competencies

- Ability to create, compose and edit written materials
- Good organizing and co-ordinating skills
- Ability to maintain calendars and schedule appointments
- Good oral and written communication skills
- Records maintenance skills
- Ability to record and transcribe Minutes of meetings
- Proficiency in MS Office software
- Team player with the ability to work on own initiative
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- Associate Degree in Administrative Management;
 - Certificate/Diploma in Secretarial Studies;
- OR**
- Administrative Management (Level 3) or equivalent from a recognized institution;
 - Certified Administrative Professional (CAP) designation;
 - Four (4) years secretarial/administrative experience in a related field, two (2) years of which should be in a senior position.

Special Condition Associated with the Job

- May be required to relieve the Telephone Operator from time to time.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction and guidance of the Director, Finance and Accounts, the incumbent is responsible for organizing and administering all administrative and secretarial duties required by the Director, Finance and Accounts, in accordance with established standards and procedures.

Key Responsibilities

Technical/Professional:

- Records dictation from the Director and reproduce, by word processing, all dictated notes;
- Drafts and verifies confidential correspondences, reports and other administrative documents prepared for the signature of the Director to ensure that they are accurate and complete and where necessary, initiates corrective action;
- Plans and arranges for travel and accommodation;
- Liaises with Ministries, Department and Agencies (MDAs);
- Prepares reports by collecting and analyzing information;
- Participates in the preparation of the Division, Corporate and Operational Plans and Annual Budget by using Microsoft Excel or any other related software;
- Conducts research and sources information;

- Distributes and maintains adequate stationary supplies for the Department;
- Screens telephone calls for the Director and other officers in their absence, records telephone messages and ensures that they are promptly delivered;
- Maintains a daily diary of appointments for the Director and ensures that it is kept up to date;
- Establishes and maintains a system of control for policy, classified and confidential documents held by the Director. Controls and monitors all documents and files entering and leaving his/her Office;
- Maintains up-to-date Monthly Report files by:
 - ✓ Collating, filing and bringing these reports to the attention of the Director;
 - ✓ Assisting the Director to compile monthly reports, annual report and annual performance reports
 - ✓ Distributing copies of these reports to the Director;
- Co-ordinates the routine functions of the Office of the Director, to facilitate the availability of information in a timely manner;
- Arranges staff meetings, as required by the Director by:
 - ✓ Preparing notices of such meetings for distribution to staff concerned
 - ✓ Receiving notices of topics to be discussed
 - ✓ Preparing Agenda for meetings
 - ✓ Recording notes and preparing Minutes of such meetings;
- Circulates or ensures the circulation of memoranda, circulars, magazines and other documents within the Department;
- Receives and records all correspondence for the Department;
- Maintains a filing system for third copy cheques;
- Performs clerical duties for the Director such as sending faxes, makes photocopies of documents and mailing and maintaining records and filing system;
- Maintains staff confidence and protects operations by keeping information confidential;
- Ensures that the Director receives reports from Direct Reports in relation to the Department's operations by due dates and in the correct format;
- Assists with banking activities;
- Ensures that Pathologists and Funeral Homes claims are checked in a timely manner;
- Performs any other duties that may be assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Advanced knowledge of computerized management and the relevant computer applications
- Advanced knowledge of shorthand
- Good planning and organizing skills
- Good project co-ordination skills
- Good time management and organizing skills

Core:

- Advanced word processing skills
- Good oral and written communication skills
- Ability to manage interpersonal communication and relationship
- Compliance
- Change management

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 to five (4-5) years general office experience;

OR

- Graduation 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 spreadsheets; 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 to five (4-5) 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 to five (4-5) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- May be required to relieve the Telephone Operator, from time to time.

3. Office Attendant (LMO/TS 2)**Job Purpose**

Under the direct supervision of the Administrative Manager, the incumbent ensures that staff at the Institute of Forensic Science and Legal Medicine is provided with a clean working environment in accordance with Public Health requirements.

Key Responsibilities***Managerial/Administrative:***

- Liaises with the Administrative Manager regarding planned activities;
- Ensures that office furniture and equipment are relocated within the Institute as directed;
- Ensures the preparation of conference rooms and refreshment for meetings and events;
- Conducts daily inspection of offices and conference rooms to ensure that they are properly cleaned and dusted;
- Receives and assists with the distribution of Newspapers, mail and stationery to internal staff;
- Collects lunches/refreshment for meetings as directed;
- Reviews work performed by the Office Attendants and Groundsmen to ensure a high standard of work is undertaken and maintained;
- Collects items for functions as instructed;
- Assists the Administrative Manager with the preparation of Venue for activities/events;
- Delivers urgent mail to other Ministries, Departments and Non-Government Organizations as requested.

Required Knowledge, Skills and Competencies

- Ability to lead and manage a team
- Good organizing and co-ordinating skills

Minimum Required Qualification and Experience

- Two (2) CXC subjects including English Language;
- or**
- Secondary level education up to Grade 9.

Specialized Training:

- Customer Service;
- Basic computer.

Special Conditions Associated with the Job

- Occasional travel outside of Corporate Area;
- Willingness to work extended hours;
- Extensive lifting of office furniture, boxes, etc.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th July, 2020 to:**

**Director
Human Resource Management and Administration
Institute of Forensic Science and Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacanciesfslab@gmail.com

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**