



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

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22nd 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/be assigned to the following posts in the **Office of the Prime Minister (OPM)**:

1. **Senior Secretary (OPS/SS 3) – (Vacant) – Planning and Evaluation Division**, salary range \$969,060 - \$1,151,903 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Not Vacant) – Finance and Accounts Division**, salary range \$969,060 - \$1,151,903 per annum and any allowance(s) attached to the post.

1. Senior Secretary (OPS/SS 3)

Job Summary

Reporting to the Director, Planning and Evaluation, the Senior Secretary is responsible for providing secretarial and administrative support to the Planning and Evaluation Unit to ensure the effective and efficient functioning of the Unit.

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Reproduces briefs and reports as instructed by the Director, Planning and Evaluation;
- 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;
- Retrieves documents/information as required by the Director in accordance with established standards;
- Maintains a record of the movement of files/correspondence within the Unit;
- Develops and maintains databases;
- Makes logistic arrangements (booking of room, inviting participants etc.) for meetings hosted by the Director, Planning and Evaluation;
- Prepares Agendas for meetings and organises relevant materials and documents;
- Records and reproduces Minutes at meetings and circulates same to relevant stakeholders in accordance with established guidelines;
- Operates office equipment such as photocopier, fax machine in support of the work of the Director and the Unit;
- Maintains schedules of meetings and special appointments for the Director, Planning and Evaluation, advising of matters requiring prompt attention;
- Receives and makes telephone calls for the Director, Planning and Evaluation and other staff in the Unit;
- Conducts research, compiles information and prepares report;
- Receives/hosts visitors to the Director, Planning and Evaluation;
- Establishes and maintains a system for the control of confidential files that allows for security and speedy retrieval of documents/information in accordance with established standards;
- Conducts research, compiles information and prepares reports.

Required Knowledge/Skills/Competencies

- Good oral and written communication skills
- Excellent command of the English Language
- Excellent typing and shorthand skills
- Good interpersonal skills

- Good time management and organizing skills
- Excellent research skills
- Results oriented
- Confidentiality and integrity
- Sound judgment
- Knowledgeable of the Ministry's functions, policies and procedures
- Initiative (ability to work without supervision and work under pressure)
- Sound knowledge of Record Keeping and records/file management techniques
- Sound knowledge of office procedures
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications

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.

2. Senior Secretary (OPS/SS 3)

Job Purpose

The Senior Secretary is responsible for providing secretarial support services to the Director, Management Accounts, and any other service which may be required for the efficient operation of the Management Accounts Unit.

Key Responsibilities

- Responds to routine and other correspondence as directed;
- Reproduces manuscripts and briefs prepared by or as directed by the Director, Management Accounts;
- 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 directed;
- Records, reproduces and circulates Minutes of meetings to relevant stakeholders, in accordance with established guidelines;
- Organizes meetings hosted by the Director, Management Accounts, and any other as directed;
- Maintains schedules of meetings and special appointments for the Director, Management Accounts, advising of matters requiring prompt attention;
- Receives and makes telephone calls for the Director, Management Accounts and also as required for the general operations of the Unit;
- Receives/Hosts visitors to the Director, Management Accounts;
- Establishes and maintains a system for the control of confidential files that allows for security and speedy retrieval of documents/information in accordance with established standards;
- Maintains adequate supply of stationery and other office supplies for the Unit;
- Conducts research and prepares reports as directed by the Director, Management Accounts.

Required Knowledge, Skills and Competencies

- Excellent word processing/typing and speedwriting/shorthand skills
- Excellent oral and written communication skills
- Sound judgment
- Excellent interpersonal skills
- Excellent command of the English Language
- Results oriented
- Excellent research skills
- Ability to demonstrate a high level of initiative, confidentiality and integrity
- Knowledgeable of the Ministry's functions, policies and procedures
- Proficiency in the use of Microsoft Office Suite

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 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 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.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd July, 2020 to:**

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

E-mail: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

Please note that only shortlisted applicants will be contacted and that previous applicants should not re-apply.

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**