



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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27th 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 following **vacant** posts in the **Attorney General's Chambers**:

1. **Systems Administrator (MIS/IT 6)**, salary \$2,056,235 – 2,444,217 per annum.
2. **Executive Secretary 2 (OPS/SS 5) – Human Resource and Administration Division**, salary \$1,411,887 - \$1,678,290 per annum and any allowance(s) attached to the post.
3. **Senior Secretary (OPS/SS 3)**, salary \$969,060 - \$1,151,908 per annum.
4. **Secretary 2 (OPS/SS 2)**, salary \$751,183 - \$892,921 per annum.

1. Systems Administrator (MIS/IT 6)

Job Purpose

Under the general direction of the Director, Human Resource Management and Administration, the incumbent is responsible for the design, implementation and maintenance of an effective Information Communication and Technology (ICT) systems within the Department; creating a secure and reliable computing and networking environment including monitoring adherence to approved user policies and security protocols; office automation (including legal research and filing systems); creating and maintaining databases; the implementation and maintenance of a secure platform connection between the Legal Service Units (LSUs) in Ministries and the Attorney General's Chambers Headquarters (AGC-HQ); the repair and maintenance of equipment and for the delivery of high quality customer service to the users of the Department's computer network including staff in LSUs in Ministries.

Key Responsibilities

Management/Administrative:

- Prepares and monitors the Implementation Plan for the introduction of approved ICT Technology;
- Ensures that the Department conforms to established Information Technology (IT) policies and standards;
- Develops, implements and maintains a comprehensive personal computer policy which is applicable to all Divisions/Units;
- Ensures that the Department's Information Technology Systems are current and relevant by:
 - ✓ Assessing ICT needs and making recommendations for appropriate interventions
 - ✓ Interfacing with ICT providers;
- Establishes functional relationship with the Ministry of Justice's Information Technology Unit to obtain timely resolution of technical operational difficulties related to the delivery of service;
- Establishes external linkages with ICT service providers and relevant Government Agencies;
- Develops and maintains high standards of Customer Service relations by:
 - ✓ Interfacing with users at Head Office and in the Legal Service Units (LSUs) to develop rapport and facilitate easy communication
 - ✓ Monitoring the technology training and staff development needs at head office and in the LSUs with a view to providing individual and group training as required;
- Co-ordinates the purchase of new equipment and liaises with vendors accordingly;
- Maintains an inventory of the network equipment;
- Provides leadership, guidance and training to Direct Report;

- Manages the development of Direct Report through the preparation of Performance Appraisals and recommends training and development programmes;
- Ensures Direct Report is aware of and adheres to the policies, procedures and regulations of the Department.

Technical/Professional:

- Analyzes business processes and designs system and user requirements to ensure that the Attorney General's Chambers' Information Technology Systems are current and relevant;
- Plans, designs and implements Local and Wide Area Networks (LAN & WAN) including network servers, hubs, routers, switches, workstations and other peripheral devices;
- Installs and configures network servers for email, internet, web and intranet services;
- Recommends and implements the use of new development platforms and hardware systems;
- Collaborates with Ministries, LSUs and AG's Chambers Units to support seamless transition to new software and hardware, as applicable;
- Collaborates with Ministry ICT Units to troubleshoot and resolve network and general ICT issues that impact communication between HQ and LSUs;
- Conducts Risk Assessments to identify user vulnerabilities and collaborates with the Ministry of Justice (MOJ) MIS for mitigation/elimination of identified risks;
- Devises and implements measures for back-up, system redundancy, virus prevention and disaster recovery;
- Ensures that effective systems are implemented to protect the integrity and security of the system;
- Manages the Business Communication Management (BCM) System consisting of four (4) gateways connected to the wireless network by ensuring checking of:
 - ✓ Physical wiring of network status daily to ensure optimum operation
 - ✓ The software daily to ensure the efficiency of the programme;
- Supervises the installation of servers, computers and peripherals within the Department as well as within LSUs as required;
- Ensures the effective and timely maintenance of all Information and Communication Technology equipment including telephone systems and handsets, computer systems and hardware such as printers, scanners, fax machines and photocopiers;
- Ensures the security of the ICT platform by monitoring user access to ensure that no illegal or prohibitive software is installed or that incoming and outgoing access to the intranet/internet is not compromised;
- Ensures the timely installation, configuration and distribution of new hardware and software;
- Ensures the development and implementation of a comprehensive maintenance programme for all ICT equipment;
- Provides quality user support and troubleshoots systems problems;
- Performs any other related duties assigned by the Director, Human Resource Management and Administration from time to time.

Required Knowledge, Skills and Competencies

Functional/Technical:

- Expertise in systems development
- Sound knowledge of web technologies and design
- Sound knowledge of management principles and practices
- Knowledge of LANs and WANs, network design, implementation and maintenance
- Good database management skills
- Ability to work independently

Core:

- Good oral and written communication skills
- Excellent analytical and problem-solving skills
- Excellent organizing and time management skills
- Effective customer service skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Telecommunication Network or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
- Four (4) years' experience in related field;

or

- Diploma in Computer Studies or equivalent from an accredited tertiary institution;
- Four (4) years' experience in related area.
- Certifications such as Microsoft Systems, Cisco, CCNA or CISA would be an asset.

2. Executive Secretary 2 (OPS/SS 5)

Job Purpose

Under the direction of the Director, Human Resource Management and Administration, the incumbent is responsible for providing administrative assistance and performing all secretarial services required by the Human Resource Management and Administration Division, in accordance with established standards and procedures.

Key Responsibilities

- Prepares letters, reports and other administrative documents for the signature of the Director, Human Resource Management and Administration and the Director, Human Resource Management and Development;
- Prepares Submissions and other documents for the Human Resource Executive Committee and Human Resource Management Committee Meetings;
- Schedules Interviews for new recruits, prepares all necessary documentation and monitors interview assessments;
- Updates Leave Computation and Period of Service Records;
- Maintains Sick and Departmental Leave Cards for members of staff;
- Obtains temporary passes and Identification Cards (ID) for new members of staff;
- Maintains appropriate physical filing system for the Division;
- Organizes meetings, records and prepares Minutes;
- Makes appointment for officers to be medically examined;
- Prepares letters to the Ministry of Health and Wellness and the relevant officers regarding medical appointments;
- Prepares letter to the relevant Agency relating to security vetting of new recruits;
- Records telephone messages and ensures delivery;
- Arranges parking for new members of staff, as well as temporary parking for meetings;
- Circulates documents within the Department and dispatches outgoing correspondence;
- Ensures that faxes and photocopies of documents are sent/made;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent Word Processing skills
- Proficient in the use of relevant computer applications (Microsoft Word, Excel)
- Excellent oral and written communication skills
- Excellent time management, interpersonal and organizing skills, including the ability to deal with individuals at all levels
- Ability to use dictation equipment
- Good judgment, a high degree of initiative and excellent work ethics

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 seven (7) 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 seven (7) 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 seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

3. Senior Secretary (OPS/SS 3)**Job Purpose**

Under the direction of the Director, Human Resource Management and Administration, the incumbent provides administrative and secretarial support to assigned Attorney in accordance with established standards and procedures.

Key Responsibilities

- Transcribes notes and reproduces documents; reads and edits material for spelling error grammar, punctuation, correct format and presentation;
- Makes and collates photocopies of legal documents;
- Annotates/updates Laws of Jamaica and subsidiary legislation;
- Maintains Attorney's Diary/Appointment Calendar;
- Arranges interviews;
- Sends and receives facsimile transmissions;
- Receives, screens and places telephone calls and records messages;
- Assists assigned Attorney in the research of statutes, recorded Judicial decisions and legal articles;
- Drafts routine correspondence for the signature of assigned Attorney;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal, time management and organizing skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), 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 (MIND), plus four (4) to five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency 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 (MIND).

4. Secretary 2 (OPS/SS 2)

Job Purpose

Under the direction of the Director, Administration, the incumbent provides administrative and secretarial support to assigned Attorney(s) in accordance with established standards and procedures.

Key Responsibilities

- Transcribes notes and reproduces documents; reads and edits material for spelling, error, grammar, punctuation, correct format and presentation;
- Makes and collates photocopies of legal documents;
- Annotates/updates Laws of Jamaica and subsidiary legislation;
- Maintains Attorney's Diary/Appointment Calendar;
- Arranges interviews;
- Sends and receives facsimile transmissions;
- Receives, screens and places telephone calls and records messages;
- Assists assigned Attorney in the retrieval and making photocopies of statutes, recorded Judicial decisions and legal articles;
- Drafts routine correspondence for the signature of assigned Attorney;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Proficient in the use of relevant computer applications (Word Processing, Spreadsheets)
- Good oral and written communication skills
- Good interpersonal skills
- Good time management and organizing skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

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

**Director, Human Resource Management and Administration
Attorney General's Chambers
2 Oxford Road (NCB Towers)
Kingston 5**

Email: hrm@agc.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**