



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 176

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27th July, 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 be assigned to the post of **Senior Secretary (OPS/SS 3) – (Not Vacant)** in the **Ministry of Justice**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

To provide efficient and effective secretarial support services to the Permanent Secretary in relation to communications and work assignment between the Permanent Secretary and his/her stakeholders.

Key Responsibilities

- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information;
- Assists in monitoring the logs of all mail/files that comes directly to the Office of the Permanent Secretary;
- Monitors and maintains the “third copy” files for correspondence in the Permanent Secretary’s Office;
- Types reports, correspondence, memos, forms and agendas;
- Proof reads documents for accuracy, completeness and conformity to established formats;
- Assists in co-ordinating activities for a variety of meetings, attends meetings, takes notes and prepares Minutes;
- Screens visitors and phone calls intended for the Permanent Secretary;
- Receives dictation and produce related documents;
- Follows up on directives and requests made by the Permanent Secretary;
- Completes Inventory System for the Office of the Permanent Secretary’s goods and supplies;
- Assists in procurement activities on behalf of the Office of the Permanent Secretary for stationery and office supplies and ensures the adequacy of the Office’s stationery and supplies;
- Assists with the preparation of the Annual Budget of the Office;
- Researches and provides information to facilitate the preparation of critical reports;
- Reproduces confidential and other urgent correspondence and processes urgent mail, faxes and emails as directed;
- Performs other related functions assigned from time to time by the Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent organisational and planning skills

Technical :

- Proficient in using the relevant computer software
- Comprehensive knowledge of office procedures and systems
- Comprehensive knowledge of computer software applications
- Excellent customer service skills

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

- 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 (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 Friday, 7th August, 2020 to:**

**Permanent Secretary
Ministry of Justice
61 Constant Spring Road
Kingston**

Email: careers@moj.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**