



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 195
OSC Ref. C. 6272¹⁴

12th August, 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 **Executive Secretary 1 (OPS/SS 4)** in the **Communications and Public Affairs Unit, Office of the Prime Minister**, salary range \$1,116,190 – \$1,326,799 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Communications and Public Affairs, the Executive Secretary 1 will provide secretarial and administrative support for the efficient and effective operation of the Communications and Public Affairs Unit.

Key Responsibilities

- Composes letters/memoranda from general instructions as directed;
- Prepares and distributes information to internal and external personnel as instructed;
- Process incoming and outgoing correspondence;
- Prepares Agendas for meetings and organise relevant information and documents;
- Takes Minutes at meetings and reproduce and distributes in accordance with established guidelines;
- Receives and makes telephone calls for the Director Communications and Public Affairs;
- Receives/hosts visitors to the Director, Communications and Public Affairs;
- Establishes and maintains an effective Filing System for the control and safekeeping of classified and confidential documents and reports and facilitates easy retrieval of documents/information;
- Organizes meetings hosted by the Director, Communications and Public Affairs and also for the Communications and Public Affairs Unit;
- Maintains schedules of appointments for the Director, Communications and Public Affairs and advises him/her of matters requiring prompt attention.

Required knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Results oriented
- Excellent customer service skills
- Excellent interpersonal and team skills
- Excellent planning and organizing skills
- Strong analytical thinking, problem solving
- Keen attention to details and accuracy
- Ability to work on own initiative and under pressure
- Confidentiality and integrity
- Flexible and adaptable
- Typewriting/word processing speed of at least 50 wpm
- Shorthand/note taking skills of at least 100 wpm;
- Knowledge of Government policies and procedures
- Knowledge of office practices and procedures
- Proficient in the use of Microsoft Office Suite technology (Word, PowerPoint, Excel and Outlook)
- Proficient in the use of social Media Platforms (Facebook, Twitter, YouTube etc.)

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 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 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 five (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

- Will be required work beyond normal office hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th August, 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 short listed 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**