



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 198
OSC Ref. C. 5850¹²

14th 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 be assigned to the following posts in the **Executive Management Division, Ministry of Economic Growth and Job Growth**:

1. **Executive Secretary 2 (OPS/SS 5) – (Not Vacant)**, salary range \$1,411,887 – \$1,678,290 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Not Vacant)**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

1. Executive Secretary (OPS/SS 5)

Job Summary

To support the operation of the Permanent Secretary's Office by providing efficient and effective secretarial and administrative support services to the Permanent Secretary.

Key Responsibilities

- Maintains basic knowledge of the operations of the Permanent Secretary's Office/Ministry;
- Advises callers with whom to communicate regarding specific issues;
- Advises callers of the Permanent Secretary's availability and take messages in his/her absence or unavailability;
- Replies to routine queries arriving at the Permanent Secretary's Office and directing other queries to the relevant officials;
- Interviews visitors and callers to determine the nature of their enquiry and refers persons to the proper authority;
- Deals with complaints and requests;
- Issues routine information regarding technical, administrative and/or departmental matters;
- Disseminates information to internal and external parties;
- Composes letters and memoranda from general instructions;
- Answers routine correspondence;
- Establishes and maintains a system for the control and safe keeping of classified, secret and confidential documents and reports;
- Types all necessary correspondence for dispatch;
- Records all mail/files received and dispatched;
- Arranges for the printing, photocopying, binding, dispatch etc. of documents produced;
- Designs and maintains an effective general filing system.
- Reviews, proofreads, and edits documents prepared;
- Maintains the diary of the Permanent Secretary;
- Schedules appointments and briefs the Permanent Secretary's on the matter before confirming meeting;
- Arranges meetings and ensures that recordings of the proceedings are done;
- Takes action Minutes at meetings where directed to do so and circulates them as required;
- Collates and co-ordinates the bi-weekly work schedules for Unit Head's meeting
- Makes local and international travel arrangements, prepares itineraries and maintains all travel records;
- Manages and maintains office equipment and supplies;
- Manages the offices physical resources, such as printers, computers, phones etc. and arranges for the prompt repair or replacement of faulty equipment;
- Orders and secures stationery and other supplies for the Permanent Secretary's Office;
- Performs any other duties that may be assigned.

Required Knowledge/Skills/Competencies

- Excellent knowledge of Government operations and protocols
- Ability to manage workloads and prioritize amongst conflicting demands
- Good Records Management skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose, and edit written material
- Typing 50 – 60 wpm; Shorthand at 120 wpm;
- Ability to use the office machines, e.g. memory writer, binder, photocopier, computer and fax machine;
- Proficiency with word processing, spreadsheet and other basic computer software applications and internet communications;
- Knowledge of Government protocols
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent interpersonal skills
- Ability to work under pressure and meet deadlines
- Consistently approaches work with energy and a positive constructive attitude
- Confidentiality

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.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general supervision of the Senior Technical Coordinator, the incumbent will provide secretarial and administrative support to the office of the Permanent Secretary.

Key Responsibilities

- Performs stenographic duties to produce letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, make appointments and confirm meetings;
- Monitors all inquiries directed to the Office and provide where possible, necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements and issue reminders of ensure fulfilment;
- Assists in the maintenance of an effective client relations by, determining the nature of enquires from visitors and callers;
- Liaises as necessary between the Permanent Secretary and other staff for dissemination of information and instructions;
- Orders and maintains inventory on stationery used in the division;
- Provides necessary logistic support in arranging meetings, informing attendees, and other related activities;
- Establishes and maintains a Records Management System/procedure for the Division;

- Performs follow-ups to ensure timely response from internal and external entities in respect to letters and memoranda emanating from the Division;
- Prepares draft responses, letters, memoranda, reports and notes meetings.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent planning and organization skills
- Team-orientated with excellent interpersonal skills
- Confidentiality
- Excellent administrative and secretarial skills
- Proficiency in word processing and standard 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 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.

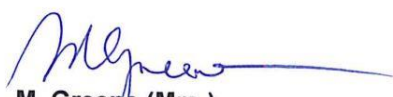
Applications accompanied by Résumés should be submitted **no later than Thursday, 27th August, 2020 to:**

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.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.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**