



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 250
OSC Ref. C. 6608⁸

9th October, 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 **Senior Secretary (OPS/SS 3)** in the **Institute of Jamaica**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

To co-ordinate secretarial services to the Director related to correspondence, letters, memoranda scheduling of appointments, Minute-taking and other administrative duties.

Key Responsibilities

- Types letters, inter-office memoranda, notices and other correspondences;
- Takes Minutes of Advisory Board Meetings/reproducing and typing Minutes;
- Dispatches Minutes and Agenda to participants;
- Arranges for Advisory Board Meetings by preparing and sending out notices through electronic mail to Advisory Board Members, telephoning to remind them of meetings;
- Receives and stamps all correspondence for the Division and prepares responses for the Director;
- Notes appointments in Director's diary and prepares necessary files and reminders for all meetings;
- Arranges internal and external meetings on instruction of the Director;
- Prepares and dispatches mails to the relevant persons;
- Organizes and maintains proper Filing System for the Division;
- Files all correspondence received on the relevant files;
- Creates new files, closes old ones and issues files to officers;
- Checks supplies received against the quantities ordered in the requisition and keeps proper record of distribution;
- Monitors the storage of stationeries and retrieves them when necessary;
- Answers the telephone; screens incoming calls and takes messages for the Director;
- Assists Administrator in dispatching the Messenger;
- Maintains records of photocopies and deposits collection of monies.

Required knowledge, Skills and Competencies

Core:

- Good oral and written communication
- Teamwork and cooperation
- Customer and quality focus

Technical:

- Proficiency in Microsoft Office Application, in particular Microsoft Word
- Good knowledge of office procedures and practices.
- Knowledge of Basic Accounting Procedures

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.

Special Conditions associated with the job

- May be required to work outside of usual working hours

Applications accompanied by Résumés should be submitted **no later than Friday, 23rd October, 2020 to:**

**Director Human Resource Development & Management
Institute of Jamaica
10 -16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm

FAX # 922-1147

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**