



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 290

OSC Ref. C. 6000⁷

17th November, 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 2 (OPS/SS 5)** in the **Jamaica Constabulary Force**, salary range 1,411,887 – \$1,678,290 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Commissioner of Police the Executive Secretary 2 is responsible for organizing and administering a range of efficient and effective administrative and secretarial support related to the Commissioner of Police's portfolio and clientele.

Key Responsibilities

- Designs, develops and maintains a Filing System/Database to effectively manage records within the Unit;
- Receives dictation;
- Proofreads documents for accuracy, completeness and conformity to established formats;
- Follows upon directives given and requests made by the Commissioner of Police;
- Re-routes correspondences to relevant Officers/Departments;
- Researches and provides information to facilitate critical report;
- Drafts letters, memoranda and reports based on general instructions/procedures;
- Prepares agenda for meetings, seminars, conferences and other events as directed;
- Ensures timely routing of all correspondence of a general or routine nature;
- Interfaces with the appropriate Jamaica Constabulary Force Senior Staff, its portfolio entities, and other Government entities as well as the Private Sector as required;
- Monitors the progress of activities within the Commissioner of Police portfolio, providing background information, as well as preparing the Commissioner of Police for participation in meetings;
- Arranges meetings for the Commissioner of Police;
- Reproduces confidential and other urgent correspondences and deals with urgent mail, faxes and emails as directed;
- Prepares/Drafts pre-conference papers for the Commissioner of Police and attends meeting with her/him as the need arises;
- Ensures that the Commissioner of Police receives reports within stipulated timeframe/format;
- Compiles/maintains Itineraries/diary for the Commissioner of Police;
- Makes travel and accommodation arrangements for the Commissioner of Police when necessary;
- Maintains and shares electronic folders containing calendar and contacts using Microsoft Outlook Programme;
- Prepares Monthly Status Reports on activities;
- Keeps the Commissioner of Police up-to-date on the status of projects, contracts, and Annual Reports;
- Drafts responses to customer complaints in respect to the services and operations of the Unit;
- Conducts routine checks of the Commissioner of Police's email account;
- Liaises with Divisional Heads to ensure co-ordination of administrative matters;
- Confirms, cancels and reschedules appointments on the Commissioner of Police's behalf;
- Performs any other related duties delegated by the Commissioner of Police.

Required Knowledge, Skills and Competencies

Core

- Sound command of the English Language;
- Ability to communicate effectively, both orally and in writing;
- Sound knowledge of the principles and practices of Records Management;
- Sound knowledge of Office Administration principles and practices;
- Proficiency in Business Writing;
- Organizing and co-ordinating skills;
- Working knowledge of preparation of Cabinet Submission;
- Interpersonal skills;
- Integrity
- Team Work
- Initiative;
- Time Management
- Ability to work under pressure & meet deadlines

Technical/Functional

- Proficiency in Microsoft Suites (Word, Excel, Access, Outlook etc);
- Good research & analytical skills
- Excellent organizing and co-ordination skills
- Ability to record and transcribe meeting notes
- Excellent knowledge of the Ministry's (Police Department – Jamaica Constabulary Force) policies and procedures
- Ability to Compose and edit written material
- Tact and decorum when dealing with people

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.

Applications accompanied by résumés should be submitted **no later than Monday, 30th November, 2020 to:**

Senior Director
Human Resource Management & Development
Jamaica Constabulary Force
NCB South Tower
3rd Floor
2 Oxford Road
Kingston 5.
 Email: hrbranch@jcf.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**