



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 308 **OSC Ref. C. 6210/S5¹⁸**

25th 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/be assigned to the posts of **Secretary 2 (OPS/SS 2) (2 Vacant and 2 Not Vacant)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$751,183 – \$892,921 per annum and any allowance(s) attached to the post.

Job Purpose

Provides secretarial and administrative support to the Assistant Director.

Key Responsibilities

- Types letters, memoranda, saving telegrams and circulars from transcribed dictation notes, written draft or clean copy. Proofreads typed material for errors and submits work for review;
- Types reports, speeches, briefs, papers, charts and tables from written draft or clean copy. Proofreads typed material for errors and submits work for review;
- Makes photocopies and collates documents as required;
- Assists with the recording of incoming correspondence, files and documents;
- Distributes processed correspondence to staff as directed;
- Assists with the maintenance of the Department's Filing System;
- Researches files as directed, to extract information required for replies to correspondence and for meetings;
- Keeps a record of appointments scheduled for the Head of Unit in a diary and reminds supervisor of same;
- Screens telephone calls and visitors to the Assistant Director. Provides replies to routine queries. Determines which requests should be handled by supervisor, appropriate staff member or other officers;
- Provides typing services to other staff of the Unit.

Required Knowledge, Skills and Competencies

- Organizational awareness - general knowledge of the role and functions of the Ministry
- Knowledge of modern office processes and procedures.
- Knowledge of computer applications.
- Ability to work on own initiative.
- Good oral and written communication skills
- Customer service skills.
- Knowledge of telephone techniques.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
OR
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.

- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 8th December, 2020 to:**

Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive
Kingston 5

E-mail: hrmassistant@mfaft.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