



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 284
OSC Ref. C. 4858³⁶

10th 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 **Senior Secretary (OPS/SS 3)** in the **Office of the Supervisor of Insolvency**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Deputy Supervisor of Insolvency (JLG/LO 4), the Senior Secretary (OPS/SS 3) is responsible for providing administrative support and secretarial services to the Office of the Deputy Supervisor and staff of the Licensing and Compliance Unit.

Key Responsibilities

Technical/Professional:

- Stamps and logs all correspondence received in the Director's Office;
- Logs and dispatches all correspondence leaving the Director's Office;
- Screen visitors and telephone calls for the Director;
- Co-ordinates activities for meetings, transcribes and prepares Minutes of meetings for circulation;
- Receives and passes to the Director correspondence requiring his/her attention;
- Prepares memoranda, letters, and other correspondence and transmits to the relevant officers as soon as they are available;
- Arranges meetings on behalf of the Director and attends to/for recording purposes;
- Answers the telephone and records and delivers messages;
- Sets appointments and maintains the Directors Diary;
- Liaises with Heads of Section and personnel to facilitate administrative support;
- Assists in compiling and reviewing Monthly and Annual Reports;
- Researches and provides information to Director in the preparation of reports;
- Follows up on directives given and requests made by the Director;
- Establishes and maintains an appropriate Filing System for the storing and easy retrieval of information;
- Ensures that the Directors Office is furnished with stationery;
- Manages urgent correspondence, faxes and emails in the absence of a Head of Unit.

Other:

- Relieves the Customer Service Assistant as the need arises;
- Performs other related functions assigned from time to time by the Director of Human Resource Management and Administration.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent customer and quality focus skills
- Excellent interpersonal skills
- Good planning and organizing skills
- Ability to work in a team
- Good problem-solving and decision-making skills
- Ability to display initiative
- Ability to display high levels of integrity, professionalism and confidentiality
- Reliability in attendance, punctuality and performance of duties

Technical:

- Sound knowledge of web-based research techniques
- Proficiency in the relevant Software Applications
- Good knowledge of Human Resource policies, procedures and practices
- Knowledge of the Operations of Government/Ministry's policies and procedures
- Methodical

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

- 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 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.

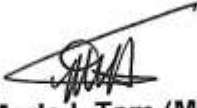
Applications accompanied by Résumés should be submitted **no later than Friday, 20th November, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Investment and Commerce
Hope Gardens
Kingston 6**

Email: hrm@micaf.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**