



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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19th 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 following **vacant** posts in the **Department of Correctional Services**:

1. **Signals Communication Co-ordinator (SOG/ST 4)**, salary range \$1,061,136 – \$1,261,358 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3)**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

1. Signals Communication Co-ordinator (SOG/ST 4)

Job Summary

Reporting to the Director of Security, the incumbent is responsible for enhancing the security operations of the Department by providing effective and efficient Radio Communication Systems and linkages.

Key Responsibilities

Technical/Professional

- Participates in the development of Operational and Work Plans;
- Provides advice to the Department on the strategic planning and placement of communication equipment and devices;
- Provides training and development on an ongoing basis to all Radio Operators and basic training to new recruits;
- Ensures continuous upgrading of the Department's Communication Systems;
- Conducts timely testing of all existing equipment and Communication Systems within all Institutions and advises Superintendent "B" of repairs as needed;
- Conducts Security Surveys of all Correctional Centres prior to the installation of equipment;
- Provides Communication Security equipment (jammers and cameras) at Adult Correctional Centres;
- Carries out Security Vetting when required by the Commissioner or Executives;
- Maintains a variety of activity related records and prepares reports as requested;
- Performs any other related duties as assigned from time to time.

Required Knowledge/Skills/Competencies

- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Excellent use of initiatives.
- Excellent knowledge of the organizations policies and procedures.
- Good presentation skills and the ability to transfer knowledge effectively.
- High level of integrity and professionalism.
- Excellent knowledge of communications and security systems

Minimum Required Qualification and Experience

- Diploma in Security Communication Systems and Signals Operations from a recognized Institution.
- Four (4) years' experience in a similar field in a security sensitive organization.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Senior Director, Human Resource Management and Administration; the incumbent is responsible for organizing and administering a range of activities related to the Senior Director. Ensuring that contacts are maintained with Heads of those Units under the direct responsibility of the Senior Director, as well as other persons and groups critical to the successful implementation of programmes and activities.

Key Responsibilities

- Ensures that all correspondences of a general or routine nature are received by the Senior Director in a timely manner;
- Handles directly some aspects of the Senior Director's correspondence and other documents by preparing drafts for vetting after research;
- Solves some problems by interfacing with other Senior Staff as well as the public;
- Monitors the progress of activities within the Department, providing background information as well as preparing the Senior Director for participation in meetings;
- Arranges meetings for the Senior Director;
- Prepares pre-conference papers for the Senior Director and attends meeting with her as the need arises;
- Keeps the Senior Director abreast of relevant information on media coverage/public opinion as they relate to areas of responsibility;
- Develops and maintains a Filing System to facilitate easy access and retrieval;
- Attends meetings in respect to the Division/Section operations and prepares notes and monthly reports on the Legislation Programme for submission to the Senior Director for follow-up action.
- Aids in the preparation of the Directorate's Annual Budget using Microsoft Excel and other related software;
- Assists in the preparation of Corporate and Operational Plans for the Directorate;
- Works in conjunction with staff in the Directorate and prepares projections and reports;
- Liaises with other Government Agencies in co-ordinating with the Department;
- Draft letters and memos for the Commissioner and the Senior Director's signatures;
- Draft responses to citizens and other customer complaints in respects to the services and operations of the Institutions;
- Co-ordinates and organizes external, internal meetings, workshops, fora, ensuring that all appropriate material and information are prepared;
- Handles routine correspondence on behalf of the Senior Director by retrieving and sending correspondence from intranet and internet;
- Checks routinely the Senior Director's email account;
- Liaises with other officers to ensure co-ordination of administrative matters;
- Prepares evaluation reports;
- Maintains the Senior Director's diary (both electronically and written) recording appointments, meetings visits etc. on a day-to-day basis. Confirms, cancels and reschedules appointment on the Senior Director's behalf;
- Has responsibility for the organizing of monthly Staff Meetings for the Directorate;
- Maintains Attendance Register for the Directorate;
- Liaises with Office Manager and monitors the delivery of support services;
- Ensures that all appropriate materials are available;
- Performs sundry administrative and Human Resources functions as is necessary;
- Performs any other related duties delegated by the Senior Director.

Required Knowledge, Skills and Competencies

- Knowledge of Corporate Services operations in the Public Sector
- Excellent knowledge of Filing System and methods
- Excellent knowledge of protocol for meetings
- Sound command of the English Language
- Ability to communicate effectively, both orally and in writing
- Records maintenance skills
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Good interpersonal and customer relations skills
- Organizing and co-ordinating skills
- Proficiency in MS Office Software

- Team player with the ability to work on own initiative.
- Ability to work under pressure and meet deadlines.

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 spreadsheets; 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 Wednesday, 2nd December, 2020 to:**

**Senior Director, Human Resource Management & Administration
Human Resource Management & Administration
Department of Correctional Services
5-7 King Street
Kingston**

Email: vacancy@dcs.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**