



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 335**

### **OSC Ref. C.4468<sup>7</sup>**

17<sup>th</sup> December, 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 **Attorney General's Chambers**, salary range \$1,411,887 – \$1,678,290 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Director of Human Resource Management and Administration, the incumbent is responsible for providing administrative and secretarial support to the Attorney General and acting as a liaison between the Attorney General's Office and Ministries/Departments and the general public.

### **Key Responsibilities**

- Manages the Attorney-General's calendars and arranges appointments, interviews and meetings;
- Prepares and proofreads administrative and legal documents, e.g. Motions, Memoranda of Law, Briefs, Orders and Petitions;
- Responds to enquiries from members of the public, screens callers and provides information and assistance to visitors and refers others, as appropriate;
- Assists in research and collating of legal articles and other documents;
- Prepares weekly Cabinet bundles;
- Prepares Interim Report for Bills;
- Liaises with offices of Cabinet Ministers regarding confidential matters;
- Organizes and monitors the travelling and accommodation itinerary in respect of the Attorney General;
- Organizes accommodation for the Attorney-General's Close Protection Officer(s);
- Transcribes dictated or written material, using shorthand, dictation equipment or handwritten drafts;
- Maintains a well-organized records management system;
- Creates files and prepares and collates correspondence for various Committees on which the Attorney-General sits;
- Prepares routine correspondence and responds to routine queries;
- Photocopies and faxes documents, both locally and overseas, for the Attorney General;
- Performs any other related duties assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Proficient in the use of relevant computer applications (Microsoft Word, Excel)
- Excellent oral and written communication skills
- Excellent time management, interpersonal and organizing skills, including the ability to deal with individuals at all levels
- Ability to use dictation equipment
- Good judgment, a high degree of initiative and excellent work ethic

### **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.

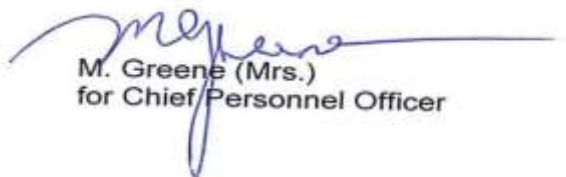
Applications accompanied by résumés should be submitted **no later than Thursday, 31<sup>st</sup> December, 2020 to:**

**Director, Human Resource Management and Administration  
Attorney General's Chambers  
2<sup>nd</sup> Floor, NCB Towers (North)  
2 Oxford Road  
Kingston 5**

Email: [hrm@agc.gov.jm](mailto:hrm@agc.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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer