

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 320
OSC Ref. C. 4858³⁶

8th 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 **Technical Services Directorate, Ministry of Agriculture and Fisheries**, 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 Chief Technical Director (CTD 1), the Executive Secretary 2 (OPS/SS 5) is responsible for providing administrative/secretarial support to the Chief Technical Director.

Key Responsibilities

Management/Administrative Responsibilities

- Composes and reproduces letters, memoranda, cabinet notes/submissions, certificates, gazette notices and reports from drafts;
- Responds to routine and other correspondence;
- Attends meetings to record Minutes and reproduce same for circulation;
- Receives, opens, sorts and distributes incoming and outgoing mail;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Makes photocopies and faxes documents;
- Maintains diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via Internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer and quality focus skills
- Good problem solving and conflict management skills
- Good teamwork and co-operation skills

Technical

- Proficient in relevant Software Applications
- Sound knowledge of Web-Based research techniques
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

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.

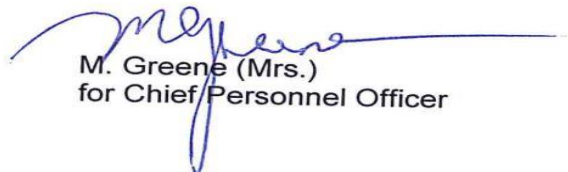
Applications accompanied by résumés should be submitted **no later than Monday, 21st December, 2020 to:**

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

Email: hrm@micaf.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