



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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### **CIRCULAR No. 323**

### **OSC Ref. C. 4860<sup>9</sup>**

**8<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 **Secretary 2 (OPS/SS 2)** in the **Ministry of Labour and Social Security**, salary range \$751,183 – \$892,921 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Provide professional secretarial services to facilitate the efficient operation of the Department.

### **Key Responsibilities**

- Takes dictation and reproduces letters, memoranda, and reports from draft;
- Attends meetings to record Minutes and reproduce same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Maintains a system for the control of permanent and other files;
- Makes photocopies and faxes documents;
- Maintains diary and schedules appointments and meetings;
- 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 that may be assigned from time to time.

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

- Good interpersonal skills
- Excellent oral and written communication skills
- Excellent customer relations skills
- Good problem solving and conflict management skills
- Proficient in use of relevant computer 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 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 Monday, 21<sup>st</sup> December, 2020 to:**

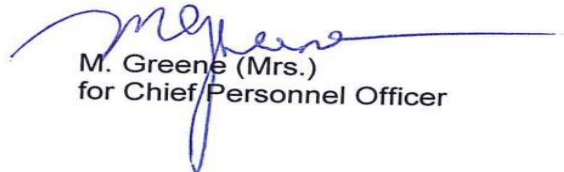
**Senior Director HRM&D  
Ministry of Labour & Social Security  
14 National Heroes Circle**

Kingston 4

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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