

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 317
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 following **vacant** posts in the **Department of Co-operatives and Friendly Societies**,

1. **Senior Secretary (OPS/SS 3), Musgrave Avenue-Kingston** salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post. **(See Page 1)**:
2. **Secretary 2 (OPS/SS 2), Montego Bay** salary range \$751,183 - \$892,921 per annum and any allowance(s) attached to the post. **(See Page 2)**

1. **Senior Secretary (OPS/SS 3)**

Job Purpose

Under the direct supervision of the Director, Audits and Investigation (FMG/AS 5), the Senior Secretary (OPS/SS 3) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Division.

Key Responsibilities

Technical/Professional

- 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;
- Establishes and maintains a system for the control of confidential files;
- Makes photocopies and faxes documents;
- Maintains diary and schedules appointments and meetings;
- Received and screens visitors and ensures that they are directed to the relevant officers or office;
- Access and send 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 oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Methodical
- Strong customer and quality focus skills
- Good problem solving and conflict management skills
- Initiative management skills
- Initiative

Functional/Technical

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.
- Knowledge of computer applications
- Basic knowledge of Records Management

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.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

- Type letters, memoranda and reports from draft notes;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Receives and directs all telephone calls/to relevant officer;
- Disseminates information to internal/external customers;
- Screens and directs visitors to the appropriate officer;
- Monitors and requests files for relevant officer;
- Prepares and collates documents;
- Download emails and forwards to relevant officer;
- Ensures that documents and correspondence are photocopied;
- Receives and forward fax as directed;
- Maintain an efficient Filing System;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills

- Methodical
- Strong customer and quality focus skills
- Good problem solving and conflict management skills
- Initiative

Functional/Technical

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.
- Knowledge of computer applications
- Basic knowledge of Records Management

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.

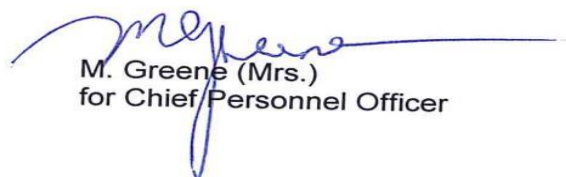
Applications accompanied by résumés should be submitted **no later than Monday, 21st December, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of 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