



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 34**

**OSC Ref. C.6272<sup>15</sup>**

27<sup>th</sup> January, 2021

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 **Cabinet Recording Secretariat Officer (GMG/SEG 1) – (2 posts)** in the **Cabinet Recording Secretariat Section, Cabinet Support Policy Division, Office of the Cabinet**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Director, Cabinet Recording Secretariat, the Cabinet Recording Secretariat Officer is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned.

### **Key Responsibilities**

- Summarizes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Attends meetings, records deliberations and produces accurate Minutes of Cabinet and Cabinet Committee meetings as assigned;
- Produces Minutes in a timely manner for vetting by the Director;
- Compiles and collates Minutes and Cabinet Decisions for circulation to Cabinet Ministers and other officials;
- Maintains the records management system for classification, filing, storage, retrieval, and disposal of Cabinet documents, ensuring proper storage and easy retrieval of confidential documents;
- Researches electronic database and hard copy collections to retrieve information as requested;
- Co-ordinates the logistical arrangements for the dispatch of Cabinet documents to Ministries and other stipulated Departments of Government;
- Manages the flow of correspondence and makes necessary referrals to ensure the timely response to requests;
- Responds to routine queries from Permanent Secretaries and other Government officials and refers unusual requests to the Director.

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

- Excellent grasp of the English Language
- Excellent note-taking and report writing skills
- Excellent listening and recording skills
- High levels of integrity and confidentiality
- Excellent interpersonal skills
- Excellent oral and written communication skills

### **Minimum Required Qualification and Experience**

- Bachelor of Arts Degree in English, History or related discipline;
- Experience in meeting practice and procedures;
- Three (3) years' experience performing similar duties.

### **Special Conditions Associated with the Job**

- Must be willing to work outside of regular work hours and on weekends;
- Must be able to work under pressure and within strict deadlines.

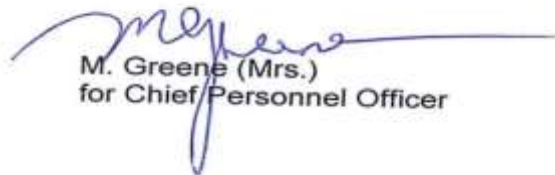
Applications accompanied by résumés should be submitted **no later than Tuesday, 9<sup>th</sup> February, 2021 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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