



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 27 **OSC Ref. C.6544³**

26th 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 **Senior Secretary (OPS/SS 3)** in the **Houses of Parliament**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, Corporate Services, the incumbent will be responsible for providing secretarial and administrative support to the Corporate Services Division.

Key Responsibilities

- Types correspondence, reports and other documents for the Director, as required;
- Communicates with local and overseas organizations, via emails and telephone calls, on behalf of the Director;
- Composes letters and memoranda as required and submits them to the Director for review;
- Screens, receives, greets and directs visitors to the Director's Office;
- Establishes, updates, maintains and controls computerized and manual confidential files for the Director;
- Takes Minutes at meetings;
- Organises and maintains proper filing system;
- Assists the Director with the monitoring and preparation of Strategic and Operational Plans and Quarterly Reports;
- Assists the Director with overseas travel arrangements for Parliamentarians and members of staff attending conferences, workshops and training sessions;
- Maintains the Director's Appointment Diary and reminds of appointments, in advance;
- Establishes, updates, maintains and controls computerized and manual confidential files for the Director;
- Performs other related functions assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

- Good time management and organizational skills
- Excellent oral and written communication skills
- Must be able to work under pressure
- Excellent planning and organizing skills
- Excellent interpersonal and team building skills
- Ability to work on own initiative
- Proficient in the use of computer applications

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.

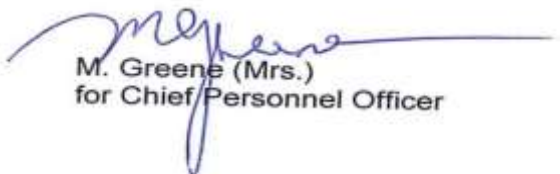
Applications accompanied by résumés should be submitted **no later than Monday, 8th February, 2021 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: clerk@japarliament.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