



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 77** **OSC Ref. C.6272<sup>15</sup>**

24<sup>th</sup> February, 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 be assigned to the post of **Executive Secretary 1 (OPS/SS 4) – (Not Vacant)** in the **Modernisation Programme Implementation Unit, Office of the Cabinet**, salary range \$1,116,190 – \$1,326,799 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The Executive Secretary provides a wide range of administrative and other support services to the Senior Director and to allocated Project Teams and is expected to ensure that administrative systems work efficiently and effectively in support of their Team delivering on commitments. The Executive Secretary compile reports; manages calendars; arranges meetings, interviews, and workshops; manages correspondence and maintains a Records and Information Management (RIM) System as part of the responsibility for general Records Management. The incumbent will support the Senior Director and Project Team Members by conducting basic research and collating data in support of the work of the Team.

#### **Key Responsibilities**

***The duties and responsibilities include but are not limited to the following:***

- Collects and collates data of relevance to the work of the Senior Director and Project Teams under the guidance of the Senior Director and Project Team Members;
- Conducts research, inter alia internet on specific subject areas related to the work of the Senior Director and Project Teams;
- Conducts analysis of data and information and prepares reports;
- Gathers and compiles relevant information on issues related to the work of the Senior Director and Project Team;
- Maintains Project Team records through creation and maintenance of files, including version control, retrieval, retention, storage, compilation, coding, updating and destruction; ensures that documents are filed and files maintained in accordance with overall standards agreed for the Cabinet Office Records and Information Management System, so that they are accessible to the Unit as a whole;
- Develops and monitors schedules for Consultants and project payments/deliverables, using Microsoft Excel and Projects;
- Maintains calendars and schedules appointments for the Senior Director and Project Teams, using Microsoft Outlook;
- Plans and makes necessary arrangements for Internal Team Meetings and Project stakeholder events and on the day of the event, ensures all arrangements are in place;
- Prepares agendas for meetings for the Senior Director and Project Teams and compiles and circulates relevant information and documents in accordance with established guidelines;
- Takes Minutes and action items at meetings for the Senior Director and Project Teams and reproduces and distributes them in accordance with established guidelines;
- Makes travel arrangements and prepares Itinerary for work-related trips for the Senior Director and Project Team Members;
- Manages the processing and distribution of all incoming and outgoing correspondence for the Senior Director and Project Team, in accordance with established guidelines;
- Initiates contact with, and responds as necessary, to stakeholders on project related issues on behalf of Project Team Members;
- Prepares and distributes information to stakeholders;
- Receives/Hosts visitors for the Senior Director and Project Teams;
- Receives and makes telephone calls for the Senior Director and the Project Teams;
- Operates office equipment such as photocopier, scanner and fax machine; co-ordinates the servicing of equipment as required;
- Manages the distribution of stationery and Office supplies for the Project Team and the Unit.

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

- Excellent oral and written communication skills
- Customer and Quality Focus
- Ability to work in a team
- Ability to work on own initiative
- Results oriented
- Good interpersonal skills
- Integrity and confidentiality
- Good problem-solving, decision-making, planning and organizing skills
- Adaptability and social skills
- Technical credibility
- Use and application of Information Technology
- Proficient in the use of Microsoft Office Suite (Word, PowerPoint, Excel, Teams and Outlook {365})
- Knowledge of Government policies and procedures
- Knowledge of Office practices 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 five (5) years' general office experience;
- OR**
- Graduation 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 five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency 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 five (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 Tuesday, 9<sup>th</sup> March, 2021 to:**

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

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

**Further details of the post may be obtained from the Human Resource Development and Management Division.**

**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.**

  
**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**