



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

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18th 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 fill the vacant post of **Senior Secretary (OPS/SS 3)** in the **Policy, Planning, Projects and Research, (PPP&R), Ministry of Industry, Investment and Commerce**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

The provision of administrative and general secretarial support services to the Senior Director and the Division.

Key Responsibilities

Administrative:

- Provides secretarial assistance to the Senior Director, Senior Performance Monitoring & Evaluation Analyst and the Division;
- Prepares correspondence, emails, reports, faxes etc, for distribution as requested;
- Maintains stationery supplies and co-ordinates deliveries to Policy, Planning, Projects and Research (PPP&R) members. Made stationery requests to Office Services weekly or as needed for the Department;
- Maintains and secures Policy, Planning, Projects and Research Filing System, updates regular and policy files, makes new files make as directed. Prints various reports - Strategic Plans, MTRBB Reports, three (3) Year Implementation Plans, Operational Plans, Quarterly and Monthly Reports, and places in respective files for easy access and for meetings with the Minister and Director General;
- Liaises with internal/ external Departments as requested by Senior Director and Corporate Planner/Analyst. Makes telephone calls to Agencies/Department Heads re Strategic Plans, MTRBB Reports, three (3) Year Implementation Plans, Operational Plans and Quarterly and Monthly Reports;
- Assists in monitoring the Shared PPP&R Folder where various reports monthly, quarterly etc. are placed, and also updates the Status of Submissions Listings regarding reports received by specific Agencies/Divisions/Projects monthly or as needed;
- Updates and monitors the information listing of MIIC's Agencies/ Divisions/ Projects with correct names of heads, addresses, telephone numbers and email addresses for easy access;
- Receives, records and process incoming documents, letters, etc.
- Makes telephone calls/deals with queries, receives messages and forwards same to Senior Director, Corporate Planner/Analyst and other officers;
- Assists in monitoring Appointment Diary of Senior Director. Assists in making appointments for meetings;
- Researches, calculates and prepares the Unit's Monthly PPP&R Attendance Report; forwards individual reports to Unit members; then presents Report to Senior Director, PPP&R, then to Director General to be sent to Director, H.R;
- Makes copies, prints and bounds documents as needed/ requested by Senior Director, Corporate Planner/Analyst and other officers;
- Types Secretary's Monthly Productivity Report. Collects and collates member's reports, then presents reports to Senior Director, along with memo to be presented to the Director General, then to HR;
- Types Secretary's Quarterly PMAS Report. Collects and collates member's reports, then presents reports to Senior Director, along with memo to be forwarded to Director General then to Director H.R;
- Completes Travel Claim Forms for the signature of the Senior Director, Corporate Planner/Analyst and Research Officer for payments by Finance Department;
- Assists in making Official Overseas Travel Arrangements/Travel Itineraries. Completes Per Diem Form for overseas travel for Senior Director and other officers in the Division;
- Co-ordinates meeting rooms and refreshments for meetings as requested by Senior Director, Corporate Planner/Analyst and other officers; Also requests transportation/Driver

for Senior Director, PPP&R to venues/meetings in collaboration with Facilities & Property Management;

- Schedules and attends PPP&R meetings, produces Minutes and action sheet as discussed;
- Assists in typing draft Policies, Statements and Reports as requested. Assists in formatting and editing documents;
- Assists with the forwarding of Submissions and Cabinet Notes to Cabinet Office;
- Performs other related duties assigned from time to time.

Technical and Professional:

- Attends PPP&R Meetings as required, takes notes and produces Minutes;
- Maintains up-to-date records of various reports, correspondence and files;
- Prepares Monthly Attendance Report for Division;
- Types Secretary's PMAS Work Plan, collects and forwards PPP&R's Team Work Plans;
- Co-ordinates meetings as requested.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills;
- Ability to work on own initiative;
- Good interpersonal skills
- Integrity
- Reliable
- Good customer relation skills
- Teamwork and co-operation
- Planning and organizing

Technical

- Excellent secretarial skills
- Technical skills
- Use of Technology
- Use of relevant computer software applications
- Proficient keyboarding skills
- Highly proficient in Typewriting at 50-55 w.p.m. and Shorthand at a 100-120 w.p.m
- Methodical
- Knowledge of the operations of Government/Knowledge of the Ministry's policies 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 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 Wednesday, 3rd March, 2021 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.



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