



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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26th March, 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 following **vacant** posts in the **Ministry of Industry, Investment and Commerce**:

1. **Administrative Assistant (GMG/SEG 1), Office of the Permanent Secretary**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3), Legal Services Unit**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

1. Administrative Assistant (GMG/SEG 1)

Job Summary

Under the direct supervision of the Permanent Secretary (GMG/EMG 1), the Administrative Assistant (GMG/SEG 1) has responsibility for organizing and administering a range of activities related to the Permanent Secretary's role as the Accounting Officer of the Ministry and is responsible for providing administrative support to the Directorate.

The incumbent is also responsible for co-ordinating all official overseas trips by providing the necessary travel documents.

Key Responsibilities

Management/Administrative

- Produces documents and reports and transcribes Minutes for circulation;
- Conducts research and collates documents for conferences and press briefings;
- Conducts extensive research to satisfy queries/questions on behalf of the Permanent Secretary;
- Responds to routine and other correspondence;
- Ensures the Permanent Secretary is kept abreast of relevant information on issues relating to the Ministry;
- Monitors matters that have been passed to Directors/Desk Officers for action;
- Represents the Permanent Secretary at meetings, seminars and conferences and records Minutes;
- Arranges meetings and logistics;
- Co-ordinates preparation for the Permanent Secretary's overseas travel;
- Ensures compliance within budgetary constraints;
- Maintains diary and schedules appointments;
- Assists the Secretary in answering telephone calls, finding out problems, and providing the necessary information and guidance sought;
- Assists in the management of correspondence;
- Keeps records of all deadlines to be met and important matters to be dealt with, and interface with Officers and Departments concerned;
- Assists the Secretary with the management of files;
- Receives, and screens visitors prior to audience with the Permanent Secretary;
- Accesses and sends e-mail via internet;
- Assembles and disseminates information to internal and external personnel as requested.

Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal and recommend and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

Core

- Integrity
- Good oral and written communication skills
- Methodical
- Goal/Results oriented
- Teamwork & co-operation
- Customer and quality focus
- Problem solving and decision making
- Managing partners
- Planning and organizing skills
- Initiative
- Interpersonal skills
- Leadership
- Analytical thinking

Technical

- Good judgment and organizational skills
- Proficiency in the use of Microsoft applications
- Excellent knowledge of protocol and etiquette
- Presentation skills
- Knowledge of general Office administration and procedures
- Project management skills
- Knowledge of web-based research techniques
- Knowledge of the operations of Government

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration, Public Sector Management, Business Administration or related field.
- At least five (5) years' experience in an Administrative capacity
- Thorough knowledge of the Civil Service regulations and procedures, FAA Act and the Constitution of Jamaica
- Proficient in the knowledge of relevant computer applications.

Special Conditions Associated with the Job

- Typical office working environment.
- Maybe required to travel island wide or overseas on official business.

2. Senior Secretary (OPS/SS 3)

Job Summary

Under the general direction of the Senior Legal Officer (JLG/LO 4), the Senior Secretary (OPS/SS 3), is responsible for providing all administrative/secretarial support to facilitate the efficient operation of the Legal Services Unit.

Key Responsibilities

- Prepares legal and other documents such as: Cabinet Submissions, Memoranda of Understanding, Affidavits, Leases, Agreements, Contracts, Drafting Instructions for Acts and Regulations, Reports on Court proceedings, Monthly Status Reports, Legislation Reports, letters, memoranda, etc;

- Prepares requests for the procurement of office supplies and services for the Legal Director's signature and conducts follow-ups;
- Develops and implements follow-ups and controls mechanisms to support the efficient operations of the Unit;
- Creates and maintains Telephone Calls and Facsimile Register;
- Answers telephone calls, screens and redirects calls to relevant Officers/Departments or Units; delivers messages and checks telephone bills for anomalies;
- Initiates and monitors responses to queries and other requests from the public;
- Downloads/sends emails and sends/receives facsimiles;
- Receives and screens visitors and ensures that they are directed to the relevant Officer/Unit;
- Liaises with Divisional Directors/Heads of Department and Agencies to follow up on responses to directives/queries and submission of relevant information;
- Attends meetings and records Minutes and reproduces same for circulation and arranges meeting logistics;
- Responds to routine and other correspondence;
- Opens, checks, processes, distributes and keeps log of incoming mail, and logs all outgoing correspondence;
- Makes photocopies, scans, and collates documents;
- Maintains Director's Diaries, schedules appointments, and prepares and maintains Itineraries for Officers of the Legal Unit;
- Files correspondence and other materials and maintains a record of the movement of file;
- Establishes and maintains a system for the control of Confidential Files;
- Manages and maintains an inventory of stationery for availability to members of the Unit;
- Performs research and assists with the gathering of information to support the preparation of documents, reports and sound decision making;
- Checks Travel Claims for completeness and subsistence payments for verification/authorization;
- Performs any other related duties assigned from time to time by the Senior Legal Officer/ Legal Director and Legal Officer.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Interpersonal skills
- Initiative
- Integrity
- Compliance
- Methodical
- Customer and quality focus
- Teamwork and co-operation
- Planning and organizing
- Analytical thinking

Functional/Technical

- Proficient in the use of Microsoft Office Applications
- Knowledge of Office Procedures
- Knowledge of Clerical filing
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Sound knowledge of web-based research techniques

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 Tuesday, 13th April, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6.**

E-mail: hrm@moa.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**