



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 93
OSC Ref. C. 6632

12th 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 posts in the **Executive Management Division, Office of the Permanent Secretary, Ministry of Housing, Urban Renewal, Environment and Climate Change:**

1. **Executive Assistant (GMG/SEG 1)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
2. **Executive Secretary 2 (OPS/SS 5)**, salary range \$1,411,887 - \$1,678,290 per annum and any allowance(s) attached to the post.
3. **Senior Secretary (OPS/SS 3)**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

1. Executive Assistant (GMG/SEG 1)

Job Summary

To assist the planning and execution of the programme of activities for the Office of the Permanent Secretary and provide administrative and secretarial support to aid the fulfilment of the office's role in providing direction and in translating operationally the corporate objectives of the Ministry.

Key Responsibilities

Management/Administrative

- Develops with the Permanent Secretary, a set of objectives and guidelines for the operations of the Office;
- Establishes planning tools to guide the Permanent Secretary's long and short-term planning and to aid maintenance of major appointments and deadlines;
- Establishes and maintains an efficient manual and computerised file management process;
- Assists in the development of Operational and Strategic Plans for the Administrative areas of the Office of the Permanent Secretary;
- Assists in the development of Budgets and Monthly Cash flows for the Office of the Permanent Secretary;

Technical/ Professional

- Organizes and manages the schedule of the Permanent Secretary, monitors and updates planned programmes, appointments and activities;
- Analyses submissions/correspondence to the Permanent Secretary and manages their processing, including preparing acknowledgement, initiating investigations and routing to Ministry, Departments and personnel;
- Pursues appropriate follow-throughs to ensure matters are attended and appries the Permanent Secretary accordingly;
- Assess calls to and on behalf of the Permanent Secretary;
- Dialogues and conducts meetings with callers, determines and initiates appropriate actions;
- Researches and compiles information and reports as are required;
- Prepares a range of official and routine documents including Ministry papers, official submissions, reports and correspondence;
- Conducts appropriate arrangements for the Permanent Secretary's local and overseas travels. Organizes and prepares Itineraries;
- Co-ordinates the travel and accommodation arrangements for overseas and out-of-town guests on official visit to the Permanent Secretary/the Ministry;

- Organises meetings convened by the Permanent Secretary and plans for attendance of others. Ensures the compilation of meeting documents and follow-throughs of post-meeting decisions and actions;
- Participates in planning and organising official Ministry functions and contributes to the arrangement of externally organised ceremonies and fora requiring Ministry input;
- Ensures that matters arising and requests from the Cabinet and the Parliament are handled expeditiously and in accordance with standard procedures;
- Maintains effective liaison with external organisations, individuals, and Ministry personnel in facilitating the fulfilment of the role of the Office.

Required Knowledge, Skills and Competencies

- Knowledge of Central Government Operational Procedures;
- Excellent communication and interpersonal skills;
- Good problem-solving skills;
- Excellent planning and organizing skills;
- Team and results oriented;
- Possesses initiative;
- Astute and confidential;
- Sound background in administrative or office management;
- Sound research skills;
- Experienced in working with Senior Management;
- Proficient in the use of standard computer applications.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Sector Management/Business Administration or related discipline;
- Five (5) years related working experience. Three (3) years working with Executive Management;

OR

- Associate Degree in Public Sector Management/Business Administration or related discipline;
- Eight (8) years related working experience. Four (4) years working with Executive Management.

2. Executive Secretary 2 (OPS/SS 5)

Job Summary

Under the direction of the Permanent Secretary, the incumbent will be responsible for providing secretarial and administrative support for the efficient operations of the Directorate.

Key Responsibilities

- Conducts preliminary research on specific areas and compiles information for viewing by the Permanent Secretary;
- Collates reports and presentations based on general instructions;
- Processes incoming and outgoing correspondence in accordance with established guidelines, which includes updating of correspondence database;
- Composes letters/memoranda with little/general instructions;
- Responds to routine and other correspondence as directed;
- Makes photocopy, scans, and emails documents as requested by the Permanent Secretary;
- Takes dictation and type notes in an accurate and presentable manner;
- Assembles and disseminates information to internal and external personnel as requested;
- Pursues appropriate follow-throughs to ensure matters are attended and appraises the Permanent Secretary appropriately;
- Assists with organizing meetings hosted by the Permanent Secretary;
- Prepares Agendas for meetings and organizes relevant information and documents;
- Prepares Minutes of meetings and types and distributes in accordance with established guidelines;

- Maintains schedules of routine and special appointments for the Permanent Secretary advising of matters requiring prompt attention;
- Screens all visitors coming to the Permanent Secretary, making referrals to appropriate staff members;
- Makes travel arrangements and prepares Itinerary for local and overseas business trips;
- Receives and makes telephone calls on behalf of the Permanent Secretary;
- Exercises judgment with respect to urgency, confidential status and relative importance of all inquiries or messages;
- Receives and hosts visitors to the Directorate;
- Maintains an effective Filing System (both manually and electronically) that allows security, and speedy retrieval of documents/information in accordance with established standards;
- Maintains inventory of stationery and equipment;
- Makes requisitions for materials.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer relations skills
- Excellent time management skills
- Good organizing skills
- Ability to work on own initiative and under pressure
- Competence in the use of word processing, spreadsheet and other office computer applications.
- Typewriting/word processing speed of at least 50 wpm.
- Excellent shorthand/note taking skills of at least 100 wpm.
- Excellent knowledge of office practice 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 seven (7) 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 seven (7) 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 seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

3. Senior Secretary (OPS/SS 3)

Job Summary

To provide secretarial and administrative support to the Office of the Permanent Secretary.

Key Responsibilities

- Performs stenographic duties for the production of letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the Office and provides where possible necessary advice or information required by clients;

- Maintains schedule of all appointments and official engagements of the Manager and issues reminders to ensure fulfilment;
- Assists in the maintenance of effective client relations by, determining the nature of enquiries from visitors and callers;
- Liaises as necessary between the Permanent Secretary and the other staff for dissemination of information and instructions;
- Orders and maintains inventory on stationery used in the Division;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities
- Establishes and maintains a Records Management System/Procedure for the Division;
- Performs follow-ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Division;
- Prepares draft responses, letters, memoranda, reports and notes of meetings.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer relations skills
- Excellent time management skills
- Good organizing skills
- Ability to work on own initiative and under pressure
- Competence in the use of word processing, spreadsheet and other office computer applications.
- Excellent knowledge of office practice 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 Thursday, 25th March, 2021 to:**

**Senior Director
Human Resource Management & Development
Ministry of Economic Growth & Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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