



**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](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

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**CIRCULAR No. 94**  
**OSC Ref. C. 4664<sup>T2</sup>**

**12<sup>th</sup> 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 **vacant** post of **Executive Secretary 1 (OPS/SS 4)**, in the **Accountant General's Department**, salary range \$1,116,190 – \$1,326,799 per annum and any allowance(s) attached to the post.

**Job Purpose**

Reporting to the Deputy Accountant General, Government Accounting and Reporting, the Executive Secretary is responsible for providing high-level administrative support to the Deputy Accountant General and the Division, by conducting research, preparing reports, handling information requests and preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.

**Key Responsibilities**

***Technical:***

- Reads and analyzes incoming memoranda, submissions and reports in order to determine their significance and plan their distribution;
- Opens, sorts and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers and takes and relays messages;
- Receives, greets and directs visitors;
- Prepares responses to correspondence containing routine inquiries;
- Arranges for the dispatch of outgoing mail;
- Orders and manages office supplies for the Office of the Deputy Accountant General and the Division and maintains all associated records;
- Responds to requests, inquiries and complaints from staff, other Departments, organizations and the general public; refers persons to the relevant authorities as deemed necessary and follows through on the resolution of issues;
- Prepares reports, memoranda, letters and other documents, using word processing, spread sheet, database, and/or presentation software;
- Maintains Records Management Systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of Corporate documents, reports and other records;
- Liaises with the Executive Secretary to the Accountant General and manages and maintains the Deputy Accountant General's Schedule;
- Prepares agendas and makes arrangements for Committee and other meetings attended by the Deputy Accountant General;
- Assists in the organization of events and activities by scheduling rooms, issuing information and co-ordinating speakers/participants;
- Makes travel and accommodation arrangements for the Deputy Accountant General;
- Researches and analyzes data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Divisional reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including Periodic and Special reports between the Deputy Accountant General's Office, the AG's Office, and the various Divisions;
- Attends meetings in order to record Minutes;
- Transcribes, compiles and distributes Minutes of meetings;
- Assists with the preparation of the Division's Annual Budget and Strategic Plan;
- Sets up and oversees administrative policies and procedures for the Office of the Deputy Accountant General and the Division;
- Assists in the smooth and efficient operation of the Division through the management of daily administrative operations;
- Reviews administrative operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures or expenditure;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Establishes and maintains internal control processes;

- Deputizes for the Executive Secretary for the Accountant General in her absence;
- Performs any other related duties that may be assigned from time to time.

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

- Good organizing and co-ordinating skills
- Ability to work on own initiative
- Ability to record and transcribe Minutes of meetings
- Ability to use all typical office machines
- Proficiency with Microsoft Office Suite
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and in one-on-one, face-to-face, with excellent public speaking skills
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Collaboration and Team Work:** The ability to be a collaborative and inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility
- Ability to work effectively under pressure
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks

### **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.

**Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Thursday, 25<sup>th</sup> March, 2021 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

**Email: [careers@treasury.gov.jm](mailto:careers@treasury.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**