



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

CIRCULAR No. 110
OSC Ref. C.5850¹²

24th 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 be assigned to the post of **Executive Secretary 1 (OPS/SS 4) – (Not Vacant)** in the **Executive Management Division, Ministry of Economic Growth and Job Creation**, salary range \$1,116,190 – \$1,326,799 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will provide administrative support to the Chief Technical Director in order to ensure that the operations of the Office are effective and efficient in relation to communications and work assignment between the Chief Technical Director and his/her Direct Reports.

Key Responsibilities

- 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

Core:

- Excellent organizing skills
- Excellent oral and written communication skills

- Team-oriented with excellent interpersonal skills
- Confidential

Technical:

- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications
- Knowledge of basic office management and records management
- Ability to interact with individuals from diverse cultural backgrounds

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 Thursday, 8th April, 2021 to:**

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

Email: human.resources@megic.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**