



## 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)

### **CIRCULAR No. 115**

### **OSC Ref. C. 4857<sup>16</sup>**

26<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 be assigned to the post of **Executive Secretary 1 (OPS/SS 4) – (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$1,116,190 – \$1,326,799 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Principal Finance Officer, the incumbent will be responsible for providing administrative support to the Principal Finance Officer in order to ensure that the operations of the Office are effective and efficient in relation to communications and work assignment between the Principal Finance Officer and his/her direct reports, and the Permanent Secretary.

### **Key Responsibilities**

- Liaises with Senior Heads of Sections and personnel outside of the Unit to facilitate administrative support;
- Establishes, supervises and maintains an appropriate filing system for the recoding and easy retrieval of information;
- Oversees the logs of all mails/files that come directly to the Principal Finance Officer;
- Maintains a database for tracking submissions and decisions made to the Ministry of Finance and the Public Service;
- Oversees and maintains the “third copy” files for correspondence sent out by the Principal Finance Officer;
- Types reports, correspondences, memoranda, forms, agendas, etc. and proof-reads documents for accuracy, completeness and conformity with established formats;
- Co-ordinates activities for a variety of meetings; attends meetings and prepares Minutes;
- Ensures that all documents and papers are prepared by relevant officers for the Principal Finance Officer’s meetings;
- Screens visitors and phone calls intended for the Principal Finance Officer and refers them to the appropriate personnel in the event of his/her absence or unavailability;
- Reviews directives given and requests made by the Permanent Secretary;
- Compiles, stores and retrieves management data;
- Researches and provides information to the Principal Finance Officer in the preparation of reports;
- Aids in the preparation of the Annual Budget and weekly Cash Flow of the Unit’s expenditure;
- Monitors the financial performance of the Unit using the Electronic Performance Monitoring System and provides regular updates to the Principal Finance Officer;
- Requests and maintains an adequate supply of office stationery;
- Ensures that telephone bills are reconciled and payments are made in respect of toll calls;
- Prepares requisition forms for internal expenditure and submits Travel and other reimbursable claims to the appropriate Unit;
- Makes arrangements for local and overseas travel for the Principal Finance Officer;
- Takes dictation and reproduces confidential and other correspondences;
- Deals with urgent correspondences, faxes and emails in the absence of a Unit official;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook Programme;
- Assists in the preparation of Corporate and Operational Plans for the Unit;
- Attends administrative meetings on the instructions of the Principal Finance Officer;
- Arranges for printing, making photocopies, binding and dispatches documents produced;
- Maintains effective general filing and mailing systems;
- Prepares resource material and packages for participation in seminars, workshops and retreats;
- Maintains the Principal Finance Officer’s Diary, recording appointments, meetings, conferences, visits, etc., on a daily basis. Confirms, cancels and reschedules appointment on the Principal Finance Officer’s behalf;

- Takes action Minutes at meetings when directed to do so and circulates them as required.

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

#### ***Technical:***

- Sound knowledge of computer applications - Microsoft Word, Excel, PowerPoint, Publisher and Access
- Excellent knowledge of Government operations and protocol
- Excellent typing skills
- Ability to manage workloads and prioritize amongst conflicting demands
- Good Records Management skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written material

#### ***Core:***

- Good oral and written communication skills
- Excellent time management skills
- Good interpersonal skills
- Ability to work under pressure and meet deadlines
- Consistently approaches work with energy and a positive constructive attitude

### **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 Tuesday, 13<sup>th</sup> April, 2021 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

Email: [hr@mtw.gov.jm](mailto:hr@mtw.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**