



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 79
OSC Ref. C. 6555¹¹

2nd 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 **Secretary (OPS/SS 2)** in the **Commerce Division, Ministry of Industry, Investment and Commerce**, salary range \$751,183 – \$892,921 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director of Monitoring & Regulations, (GMG/SEG 2) the Secretary (OPS/SS 2), is responsible for carrying out all Secretarial, Administrative and support functions for the Director.

Key Responsibilities

Management/Administrative

- Prepares correspondence, Minutes, reports and other documents using the appropriate computer application;
- Receives, opens, sorts, records and distributes incoming mail
- Records Minutes of meetings;
- Records and dispatches outgoing correspondence;
- Answers the telephones, relays messages, screens requests for information and refers non-routine calls to the appropriate members of staff;
- Schedules appointments and maintains Director's electronic diary/calendar;
- Sends and receives fax messages to/from Ministries, Agencies, Departments and other external entities;
- Maintains the Division's Filing System, and monitors/manages confidential files for proper security and maintenance;
- Requests relevant files as required;
- Researches, compiles and provides information from files and records;
- Maintains stationery supplies for the Division;
- Screens and directs visitors to relevant officer;
- Arranges meetings, meeting logistics and prepares documents for meetings as required;
- Dispatches Cabinet Submissions and Notes to the Cabinet Office;
- Makes photocopies of documents as required;
- Prepares monthly Attendance Reports and updates Leave of Absence records;
- Makes official overseas travel arrangements for Director;
- Monitors Attendance Register;
- Deputizes for other Secretaries in their absence, and provides support to other team members of the Division;
- Contributes and maintains a system that fosters a culture of teamwork within the Division;
- Contributes to the amicable working conditions in the Division;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good leadership and management skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Customer and quality focus
- Methodical
- Managing the client interface

- Goal/results oriented
- Team work and co-operation
- Strategic vision
- Problem solving and decision making
- High level of confidentiality

Functional/Technical

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of web-based research techniques
- Proficient in the use of relevant computer Applications
- Sound knowledge of secretarial practices and procedures
- Knowledge of office systems and procedures
- Good telephone techniques

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 15th March, 2021 to:**

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

Email: 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**