



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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21st April, 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 **vacant posts** in the **Ministry of Labour and Social Security**:

1. **Database Administrator (MIS/IT 4) Child Labour Unit, North Street, Kingston**, salary range \$1,644,447 – \$1,954,731 per annum and any allowance(s) attached to the post.
2. **Industrial Safety Inspector (SOG/ST 4) Industrial Safety Division, North Street, Kingston**, salary range \$1,061,136 – \$1,261,358 per annum and any allowance(s) attached to the post.
3. **Senior Secretary (OPS/SS 3) Typing Pool, North Street, Kingston**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

1. **Database Administrator (MIS/IT 4)**

Job Summary

The incumbent will provide quality services and an infrastructure that will enable the Director and other members of staff to have convenient access to the Database and data transmission. To support the Child Labour Unit with accurate information relating to the number of cases reported and the status of each case.

Key Responsibilities

- Checks equipment to ensure that it is working properly and reports faults promptly to the relevant persons;
- Ensures that system is operating in a manner which satisfies the data processing needs of the Unit;
- Develops appropriate Database System to facilitate the storage and retrieval of information in an effective and logical manner;
- Determines procedures for detecting or dumping old data and migration of data;
- Ensures that system and Data Files are backed up and updated regularly;
- Designs restart and recovery procedures (for the database) after system interruptions;
- Searches the Database for relevant information;
- Saves relevant information and retrieves as deem necessary;
- Deletes and updates Database with children referred to PATH, CDA and Child Advocate;
- Enters relevant information on new cases;
- Ensures a satisfactory level of security of the data;
- Submits upon request report generated from system.

Required Knowledge, Skills and Competencies

- Knowledge of Computer concepts and application
- Training in administrative methods and techniques
- Proven ability to communicate in written and oral form

Minimum Required Qualification and Experience

A Bachelor's Degree in Computer Science from a recognized tertiary institution with two (2) years' experience in a related field;

OR

A Diploma in Computer Science or its equivalent from an accredited institution with two (2) years' experience in a related field;

OR

Certificate in Computer Science with four – five (4-5) years' experience in a related field

2. Industrial Safety Inspector (SOG/ST 4)

Job Purpose

To ensure the health, safety and welfare of workers as stipulated by law by means of the inspection of factories, construction sites (including works of engineering construction), ships and docks and conducting accident investigations.

Key Responsibilities

- Prepares and submits Itineraries for approval;
- Inspects workplaces and conducts investigations;
- Prepares draft letters;
- Vets and initials/signs typed letters;
- Attends meeting/workshops/seminars as directed;
- Attends Parish Court when required;
- Assists with the approval of Factory Building Plans;
- Attends Parish Council Building and Planning Committee Meetings;
- Assists and participates in OSH projects;
- Assists with the development of databases or other IT tools to streamline the efficiency of the Department

Required Knowledge, Skills and Competencies

- Good oral and written communication
- Methodical
- Teamwork and co-operation
- Use of Technology
- Compliance
- Adaptability
- Technical skills
- Knowledge of the Factories Act and Regulations

Minimum Required Qualification and Experience

- Accredited 1st Degree in Applied Sciences, Environmental Science, Occupational Safety and Health, Environmental, Mechanical, Electrical or Chemical Engineering

3. Senior Secretary (OPS/SS3)

Job Purpose

To provide secretarial services, maintain a record of all files and documents, maintain a Follow-up System, make appointments, draft memoranda in relation to administrative matters from time to time, receive visitors, make arrangements for meetings, prepare replies to routine correspondence and obtain and collate information as required.

Key Responsibilities

- Types correspondence, reports, memoranda, etc.;
- Supplies information by fax as required;
- Maintains Filing System;
- Monitors telephone bills;

- Answers and directs telephone calls;
- Records Minutes in General Staff Meetings;
- Records files and dispatches them to officers;
- Records incoming and outgoing correspondence;
- Dispatches correspondence;
- Records and confirms dates of appointment for meetings.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal skills
- Strong customer relations skills
- Minutes taking
- Telephone Techniques

Technical

- Excellent Secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Knowledge of the Ministry's policies 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 Tuesday, 4th May, 2021 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**