



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 **vacant** post of **Executive Secretary 2 (OPS/SS 5)** in the **Ministry of Labour and Social Security, Executive Office, 1F North Street, Kingston**, salary range \$1,411,887 – \$1,678,290 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Permanent Secretary the Executive Secretary 2, provides administrative support for the efficient and effective operations of the Office. The position may be assigned to the Permanent Secretary for similar and additional duties to be performed.

Key Responsibilities

- Identifies and resolves routine problems and situations that may hinder the effective work flow in the Executive Office;
- Receives, greets and hosts visitors and guest on behalf of the Minister, attending to routine queries and demonstrates exemplar customer service in keeping with established standards;
- Establishes and maintains an Inflow Management System to effectively receive, sort and record all incoming and outgoing correspondences of the Executive Office to decrease delays in dispatching, backlogs and responses;
- Manages the Stamp Imprest on behalf of the Minister in keeping with established guidelines;
- Makes travel arrangements for the Executive Office, including the Minister, ensuring that all reservation details, receipts, travel documents, requirements and Itinerates are prepared for submission to the relevant Ministry/Authority for approval and ratification;
- Develops and monitors calendar and diary for meetings, appointments, assignments and events for the Minister to optimize use of time and align priorities;
- Researches issues and consults with Officers as necessary to garner information needed for replies to correspondence, reports, briefs and other requests;
- Monitors telephone calls, records messages and makes contact with internal/external personnel to obtain or impart information within scope of authority;
- Ensures that once urgent matters are received that they are routed to the Minister for immediate response and action;
- Arranges for the printing, photocopying and binding of documents including sensitive or private material and adopting procedures to protect and maintain confidentiality;
- Maintains an appropriate system to control and safeguard confidential documents, files and reports;
- Organizes and maintains an effective Filing System that allows speedy retrieval of documents/information;
- Maintains adequate supply of office material including official forms/documents for the Executive Office to ensure the Office is equipped for operations;
- Liaises with relevant internal and external Officials to manage schedules for appointments, events and related activities;
- Provides administrative and secretarial support to the Minister for meetings, luncheons etc. including making arrangements for venue/meeting room, issuing invitations, ensuring proper seating arrangements and adequate provisions are made for protocol requirements;
- Records and transcribes Minutes of meeting, preparing and compiling documents for review and circulation;
- Prepares reports, letters and other documents for review and dissemination.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

Technical

- Excellent Secretarial/Administrative 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
- Knowledge of protocols related to Government Officials and related activities

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 seven (7) 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 seven (7) 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 seven (7) 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**