



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 157**  
**OSC Ref. C. 6499<sup>9</sup>**

14<sup>th</sup> May, 2021

### **RE-ADVERTISEMENT**

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 **Senior Secretary (OPS/SS 3)** in the **Department of Correctional Services**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general direction of the Senior Director, Human Resource Management and Administration; the incumbent is responsible for organizing and administering a range of activities related to the Senior Director. Ensuring that contacts are maintained with Heads of those Units under the direct responsibility of the Senior Director, as well as other persons and groups critical to the successful implementation of programmes and activities.

#### **Key Responsibilities**

- Ensures that all correspondences of a general or routine nature are received by the Senior Director in a timely manner;
- Handles directly some aspects of the Senior Director's correspondence and other documents by preparing drafts for vetting after research;
- Solves some problems by interfacing with other Senior Staff as well as the public;
- Monitors the progress of activities within the Department, providing background information as well as preparing the Senior Director for participation in meetings;
- Arranges meetings for the Senior Director;
- Prepares pre-conference papers for the Senior Director and attends meeting with her as the need arises;
- Keeps the Senior Director abreast of relevant information on media coverage/public opinion as they relate to areas of responsibility;
- Develops and maintains a Filing System to facilitate easy access and retrieval;
- Attends meetings in respect to the Division/Section operations and prepares notes and monthly reports on the Legislation Programme for submission to the Senior Director for follow-up action.
- Aids in the preparation of the Directorate's Annual Budget using Microsoft Excel and other related software;
- Assists in the preparation of Corporate and Operational Plans for the Directorate;
- Works in conjunction with staff in the Directorate and prepares projections and reports;
- Liaises with other Government Agencies in co-ordinating with the Department;
- Draft letters and memos for the Commissioner and the Senior Director's signatures;
- Draft responses to citizens and other customer complaints in respects to the services and operations of the Institutions;
- Co-ordinates and organizes external, internal meetings, workshops, fora, ensuring that all appropriate material and information are prepared;
- Handles routine correspondence on behalf of the Senior Director by retrieving and sending correspondence from intranet and internet;
- Checks routinely the Senior Director's email account;
- Liaises with other officers to ensure co-ordination of administrative matters;
- Prepares evaluation reports;
- Maintains the Senior Director's diary (both electronically and written) recording appointments, meetings visits etc. on a day-to-day basis. Confirms, cancels and reschedules appointment on the Senior Director's behalf;
- Has responsibility for the organizing of monthly Staff Meetings for the Directorate;
- Maintains Attendance Register for the Directorate;
- Liaises with Office Manager and monitors the delivery of support services;

- Ensures that all appropriate materials are available;
- Performs sundry administrative and Human Resources functions as is necessary;
- Performs any other related duties delegated by the Senior Director.

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

- Knowledge of Corporate Services operations in the Public Sector
- Excellent knowledge of Filing System and methods
- Excellent knowledge of protocol for meetings
- Sound command of the English Language
- Ability to communicate effectively, both orally and in writing
- Records maintenance skills
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Good interpersonal and customer relations skills
- Organizing and co-ordinating skills
- Proficiency in MS Office Software
- Team player with the ability to work on own initiative.
- Ability to work under pressure and meet deadlines.

### **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 Wednesday, 26<sup>th</sup> May, 2020 to:**

**Senior Director, Human Resource Management & Administration  
Human Resource Management & Administration  
Department of Correctional Services  
5-7 King Street  
Kingston**

Email: [jobpostings@dcs.gov.jm](mailto:jobpostings@dcs.gov.jm)

Please note that only short listed 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**