



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 170
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25th May, 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/be assigned the following posts of **Senior Secretary (OPS/SS 3) – six (6) Positions – one (1) (Vacant) – five (5) – (Not Vacant)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent provides Secretarial and Administrative support to the Director of the Department.

Key Responsibilities

- Attends meetings as requested by the Director. Records Minutes of the proceedings;
- Researches files and consults Officers as directed to procure information needed for replies to correspondence and for meetings;
- Assists with the supervision of Junior Secretaries and Typist in the Department;
- Provides technical guidance on the formatting and presentation of correspondence;
- Assists as required with the administration of proficiency tests in shorthand and accuracy to job applicants interviewed for Junior Secretarial positions;
- Checks type written copy and written transcripts for accuracy;
- Takes notes in shorthand. Transcribes shorthand notes and produces there from letters, memoranda, saving telegrams, third person notes etc., in acceptable typewritten format;
- Types reports, Cabinet Submissions, charts and tabulations from written draft or copy;
- Composes routine replies and acknowledgements for signature of the Director;
- Makes photocopies and collates documents as required;
- Receives, opens, sorts and records incoming mail, files and other documents;
- Brings matters requiring urgent attention to the Director's attention;
- Records and re-routes processed correspondence and files to Officers in the Department for necessary action;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the Director;
- Organizes and maintains a Filing System for the control and safe custody of important circulars, copies of reports, policy papers and other classified documents in order to ensure the prompt retrieval of same when necessary;
- Maintains a third copy folder of outgoing correspondence for the Senior Director as well as a Department floater file for outgoing correspondence from other officers.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Organizational awareness - general knowledge of the role and functions of the Ministry
- Basic knowledge of administrative principles and practices
- Knowledge of modern office processes and procedures
- Ability to use judgement and work on own initiative
- Good planning and organizational skills
- Customer service skills
- Knowledge of basic protocol procedures and practices
- Proficiency in shorthand (100 - 120 wpm) and typewriting (50 - 55 wpm)
- Knowledge of Computer Applications

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 Monday, 7th June, 2021 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive
Kingston 5**

E-mail: hrmassistant@mfaft.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**