



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 176 **OSC Ref. C. 6555¹¹**

31st 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 the following **vacant** post of **Senior Secretary (OPS/SS 3)**, in the **Ministry of Industry, Investment and Commerce**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director of Commerce, (GMG/SEG 4) the Senior Secretary (OPS/SS 3), 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 request 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;
- Deputizes for other Secretaries in their absence;
- Contributes and maintains a system that fosters a culture of teamwork within the Division;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good leadership and management skills
- Excellent planning & 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
- Good telephone techniques
- Proficient in Shorthand at a speed of 100-120 w.p.m.
- Proficient in Typewriting at a speed of 50-55 w.p.m.

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 Friday, 11th June, 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**