



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 188**  
**OSC Ref. C. 4840<sup>29</sup>**

**10<sup>th</sup> June, 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 **Senior Secretary (OPS/SS 3)** in the **Executive Office, Social Security Division, Kingston, Ministry of Labour & Social Security**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Provides Secretarial and Administrative support to the Director, Social Security for the efficient and effective operations of the Office.

### **Key Responsibilities**

#### **Technical/Professional**

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Reproduces manuscripts and briefs prepared by the Director, Social Security;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Researches and compiles information as requested;
- Assembles and disseminates information to internal and external personnel as requested.
- Organises meetings hosted by the Director, Social Security;
- Prepares Agendas for meetings and organises relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Organises business and social functions on behalf of the Director, Social Security.
- Maintains schedules of routine and special appointments for the Director, Social Security advising of matters requiring prompt attention;
- Makes travel arrangements and prepares Itinerary for local and overseas business trips;
- Receives and makes telephone calls for the Director, Social Security;
- Receives/hosts visitors to the Director, Social Security.
- Maintains an effective Filing System that allows security, and speedy retrieval of documents/information in accordance with established standards.

#### **Other Responsibilities**

- Maintains adequate supply of stationery and other office supplies for the Unit;
- Undertakes assignments specific to the Division/Branch assigned;
- Assists in preparation and collection of standard reports.
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit;
- Supervises the work of junior secretarial/clerical staff assigned to the Division/Branch;
- Performs other related duties.

### **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 skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government and 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 Wednesday, 23<sup>rd</sup> June, 2021 to:**

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

Email: [resume@mlss.gov.jm](mailto: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**