



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 220**  
**OSC Ref. C. 4515/S3**

**2<sup>nd</sup> July, 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 to the following posts in the **Human Resource Management Unit, Court Administration Division**:

1. **Secretary 2 (OPS/SS 2), (Not Vacant)**, salary range \$751,183 – 892,921 per annum and any allowance(s) attached to the post.
2. **Store Clerk (PIDG/RIM 1), (Vacant)**, salary range \$630,388 – 749,334 per annum and any allowance(s) attached to the post.

**1. Secretary 2 (OPS/SS 2)**

**Job Purpose**

Under the supervision of the Director, the Secretary 2 (OPS/SS 2) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Units.

**Key Responsibilities**

- Takes dictation and reproduces letters, memoranda, cabinet notes/submissions, certificates, gazette notices and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Makes photocopies and faxes documents;
- Maintains diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties, which may be assigned.

**Required Knowledge, Skills and Competencies**

**Core:**

- Good interpersonal and people management skills
- Good oral and written 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

**Minimum Required Education and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

**OR**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

## **2. Store Clerk (PIDG/RIM 1)**

### **Job Purpose**

Under the direction of the Office Manager the incumbent provides clerical support to the Procurement and Office Services Unit.

### **Key Responsibilities**

- Updates and records the distribution of office supplies, furniture and equipment in established data base;
- Distributes requested office supplies to Divisions within the Court Administration Division;
- Verifies deliveries of furniture, equipment and supplies to the Court Administration Division;
- Ensures that adequate supplies are available at all times by advising the Director when the goods in stores are at a low level;
- Assists with the preparation of Procurement Sheet for meeting;
- Assists in the preparation and submission of invoices for payments;
- Performs any other duties assigned.

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

#### **Technical:**

- Working knowledge of Inventory and Procurement policy guidelines;
- Working knowledge of the relevant computer software applications

#### **Core:**

- Excellent oral and written communication skills
- Good interpersonal relations and customer service skills
- Ability to work in a teams
- Keen eye for details

### **Minimum Required Education and Experience**


- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject plus on-the-job training in Records and Information Management.

Applications accompanied by résumés should be submitted **no later than Thursday, 15<sup>th</sup> July, 2021 to:**

**Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers  
25 Dominica Drive  
Kingston 5**

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**