



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 280
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17th August, 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 **Ministry of Transport and Mining**:

1. **Inspector 1 (SOG/ST 5) – (Vacant)**, salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Not Vacant)**, salary range \$969,060 – 1,151,908 per annum and any allowance(s) attached to the post.

1. **Inspector 1 (SOG/ST 5) – (Vacant)**

Job Purpose

Under the direct supervision of the Senior Inspector of Mines (Evaluation and Revenue Unit), the Inspector is responsible for the accurate assessment of bauxite, alumina, quarry material, and minerals sold, exported, or disposed of in any other way, in order to determine all associated taxes, royalties, penalties, and interest due to the Government of Jamaica.

Key Responsibilities

- Conducts deadweight/draft surveys on all bauxite/alumina shipment in order to make accurate determination of royalties payable to the Government;
- Carries out condition surveys on cargo holds to ensure there is no contamination of bauxite/alumina shipments;
- Maintains the Unit's master file and Electronic Databases: alumina and bauxite shipments; Quarry Tax Returns and payments; Royalty Returns and payments; and the associated penalties and interest due;
- Carries out audits of materials production in quarry operations to ensure compliance with the existing Tax regime;
- Calculates penalties and interest for late Quarry Tax Return Submissions, and late Tax and Royalty payments; submits findings to the Accounts Unit;
- Assists in the preparation and dissemination of notification and warning letters to delinquent Quarry and Mining Operations;
- Assists in the preparation and submission of Monthly, Quarterly and Annual Reports on the Unit's activities;
- Collects samples of bauxite from each shipment and submits same to the Jamaica Bauxite Institute for analysis, in order to verify moisture content;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of Mining and Quarrying regulations
- Knowledge of evaluation techniques
- Knowledge of GPS and GIS
- Knowledge of conducting draft surveys
- Experience in the use of standard computer applications

Core:

- Excellent oral and written communication skills
- Team work and co-operation
- Excellent interpersonal skills
- Good problem solving and analytical skills
- Good analysis and evaluation skills
- Excellent planning and organizing skills

- Compliance
- Initiative

Minimum Required Education and Experience

- Bachelor's of Science Degree in Pure and Applied Science.
- Two (2) years working related experience.

2. Senior Secretary (OPS/SS 3) – (Not Vacant)

Job Purpose

Under the general supervision of the Director, Management Accounts, the Senior Secretary will be responsible for providing general secretarial support services, organizing and administrative responsibilities for a range of activities related to the portfolio of the Unit and resolving administrative problems and enquiries.

Key Responsibilities

- Types and prepares correspondence, reports and documents for the Director, Management Accounts;
- Takes dictation and Minutes of meetings and transcribe;
- Prepares Agendas for meeting and organizes relevant information and documents;
- Actions routine correspondence in accordance with guidelines given;
- Ensures that all documents leaving the Director, Management Account's Office are adequately prepared for dispatch;
- Maintains diary of meetings/appointments for the Director, Management Accounts;
- Receives and process incoming mail;
- Establishes and maintains a filing and record keeping system to facilitate easy access;
- Receives and makes telephone calls for the Director, Management Accounts;
- Sends telefax and photocopies of documents as necessary.
- Performs other related duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge of computer applications – Microsoft Word, Excel, PowerPoint, Publisher and Access
- Excellent knowledge of Government operations and protocol
- Excellent typing skills
- Ability to manage workloads and prioritize amongst conflicting demands
- Good Records Management skills
- Ability to Maintain calendars and schedule appointments
- Ability to create, compose and edit written material

Core:

- Ability to communicate effectively, both orally and in writing
- Excellent time management skills
- Excellent interpersonal skills
- Consistently approaches work with energy and a positive constructive attitude

Minimum Required Education 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 (4) to five (5) years' general office experience;
- OR**
- Graduate 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 (MIND), plus four (4) to five (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 (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development (MIND).

Applications accompanied by résumés should be submitted **no later than Monday, 30th August, 2021 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**