



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 271**  
**OSC Ref. C. 6555<sup>12</sup>**

**10<sup>th</sup> 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 be assigned to the post of **Secretary (OPS/SS 2) – (Not Vacant)** in the **Documentation, Information and Access Services Unit, Ministry of Industry, Investment and Commerce**, salary range \$751,183 – 892,921 per annum and any allowance(s) attached to the post.

**Job Purpose**

To provide effective administrative support to the Director, Documentation/Information and Access Services.

**Key Responsibilities**

- Types letters, memoranda, performance evaluation, Attendance, and monthly Productivity Reports, Departmental Leave Computation, personal data and various types of forms as required;
- Receives telephone calls and conveys messages;
- Makes photocopies of documents as required;
- Dispatches incoming and out-going mail to and from the Director or Unit staff;
- Faxes and e-mails correspondence to Ministries, Agencies and Departments;
- Types Minutes of meeting;
- Deputizes for other Secretaries within the Ministry in their absence as required.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Team work and co-operation
- Customer and quality focus
- Compliance
- Methodical/Organized
- Integrity
- Problem solving
- Initiative

***Functional/Technical:***

- Office Systems and Procedures
- Use of Technology
- Knowledge of the operations of government
- Knowledge of the Ministry's policies, procedures, etc.

**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.

Applications accompanied by résumés should be submitted **no later than Monday, 23<sup>rd</sup> August, 2021 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@moaf.gov.jm](mailto:hrm@moaf.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**