



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 281
OSC Ref. C. 4858⁴⁰

18th 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 **Senior Secretary (OPS/SS 3) – (Not Vacant)** in the **Human Resource Management Unit, Ministry of Agriculture and Fisheries**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Human Resource Management, the Senior Secretary (OPS/SS 3) is responsible for providing administrative and secretarial services and to lend support to the operations of the Human Resource Management Unit.

Key Responsibilities

- Provides requested information to the Director, Human Resource Management;
- Takes dictation, transcribes and composes the document on the computer;
- Sends and receives faxes as required;
- Screens and directs telephone calls to the appropriate officers;
- Opens, sorts and records incoming correspondence by stamping or otherwise affixing the date of arrival and submits to the Director for her attention or redirects correspondence to the appropriate officers;
- Distributes correspondence to the relevant officers as directed by the Director of Personnel;
- Maintains records relating to the movement of files between the Director, the Registry and other members of staff within the Ministry;
- Ensures that files are at all times available when required by the Director;
- Receives visitors, answers general enquiries and/or refers visitors to appropriate officers;
- Types letters, memoranda, reports and other documents from handwritten notes and drafts, for the Director;
- Composes and types routine letters and memoranda;
- Maintains a system of confidential files and records;
- Conducts typing tests for applicants;
- Dispatches outgoing mail;
- Requests and collects information from Salaries Unit on behalf of officers who require status letters to Embassies, High Commissions and Financial Institutions;
- Calculates, distributes and submits payment for telephone bill to the Finance and Accounts Division;
- Collects and dispatches stationery;
- Arranges meetings, where necessary;
- Maintains Director's Diary and schedules appointments;
- Maintains a Bring-Up system and follows up on responses to requests and/or directives;
- Makes photocopies of, collates and dispatches circulars to Directors and members of staff;
- Provides Secretarial duties to other members of the Personnel Unit, if required;
- Reproduces manuscripts and briefs prepared by the Director;
- Carries out other duties and responsibilities as required.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Good interpersonal and customer relation skills
- Integrity
- Reliable
- Ability to work in a team
- Good planning and organizing skills

Technical:

- Excellent secretarial skills
- Good technical skills and use of technology
- Methodical
- Proficient in the relevant computer software applications
- Proficient keyboarding skills
- Knowledge of the operations of Government/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;
 - Four to five (4-5) years' general office experience;
- OR**
- Graduated from an accredited school of 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;
 - 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);
 - 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;
 - Four to five (4-5) years' general office experience;
 - Appropriate Office Professional Training Course at the Management Institute for National Development (MIND).

Applications accompanied by résumés should be submitted **no later than Tuesday, 31st August, 2021 to:**

**Senior Director (Acting)
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**