



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 273

OSC Ref. C. 5851¹⁷

12th 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 the **vacant** post of **Senior Secretary (OPS/SS3)**, in the **National Library of Jamaica**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

The Senior Secretary provides administrative and secretarial support to ensure the smooth operation of the Technical Services & Network Division.

Key Responsibilities

- Performs general administrative duties such as word processing, answering telephones and retrieving and sending fax, electronic and/or printed correspondences;
- Provides support for the Technical Services & Network Division as directed;
- Provide support for the Collection Development Branch as required;
- Provides support for the following committees (Jamaica Library and Information Management Network (JAMLIN), Collection Development Advisory Committee, and Staff Meetings by:
- Provides administrative support to the Finance & Accounts Branch as directed

Required Knowledge, Skills and Competencies

- Good oral and written communication
- Teamwork & Cooperation
- Customer and Quality Focus
- Sound knowledge of Records, Data & Administrative Management
- Proficient in the use of relevant computer systems and applications
- Knowledge of office protocol, practices and procedures

Minimum Required Qualification and Experience

- Certified Professional Secretary (CPS/CAP) Designation with proficiency in word processing at a speed of 50-55 words per minute and English Language at CXC or equivalent level or
- Four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development; or any combination of related training and experience
- Training in the use of the relevant software applications

Applications accompanied by résumés should be submitted **no later than Wednesday, 25th August 2021 to:**

**Director HRM & Administration
National Library of Jamaica
12 East Street
Kingston 12**

Email: nljhrm@nlj.gov.jm

Further details @ www.nlj.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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer