



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 368
OSC Ref. C.6272¹⁵

28th October, 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 **Cabinet Recording Secretariat Officer (GMG/SEG 1)** in the **Cabinet Recording Secretariat** of the **Cabinet Support Policy Division, Office of the Cabinet**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Cabinet Recording Secretariat, the Cabinet Recording Secretariat Officer is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned. In carrying out these duties, the Officer will record the proceedings of Cabinet and Cabinet Committee Meetings as assigned and handle highly classified information and documents.

Key Responsibilities

- Attends meetings, records deliberations and produces accurate Minutes of Cabinet and Cabinet Committee Meetings as assigned;
- Summarizes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Produces Minutes in a timely manner for vetting by the Assistant Co-ordinator and/or Director;
- Prepares and circulates Agendas, Cabinet Submissions and Notes and other documents for meetings to Cabinet Ministers and other officials prior to meetings;
- Maintains the records management system for classification, filing, storage and retrieval of Cabinet documents, ensuring proper storage and easy retrieval of confidential documents;
- Manages the flow of correspondence and makes necessary referrals to ensure the timely response to requests.

Required Knowledge, Skills and Competencies

- Excellent grasp of the English Language
- Excellent note-taking, report writing, listening and recording skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- High levels of integrity and confidentiality
- Ability to work under pressure and meet deadlines
- Good knowledge of Records Management systems
- Good co-ordination and organizing skills
- Knowledge of the procedures and protocols for the conduct of Cabinet and Committee meetings
- Ability to summarize high level policy discussions

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in English, History or related discipline;
- Experience in Meeting practice and procedures;
- Three (3) years' experience performing similar duties.

Special Conditions Associated with the Job

- May, at times, be required to work long hours and on weekends;
- Long hours sitting in meetings and at computer station.

Applications accompanied by résumés should be submitted **no later than Wednesday, 10th November, 2021 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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**