



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. 344

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6th 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 be assigned to the post of **Executive Secretary 1 (OPS/SS 4) – (Not Vacant)** for the period **(November 2, 2021 to February 21, 2022)** in the **Ministry of Transport and Mining**, salary range \$1,116,190 – \$1,326,799 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will provide administrative support to the Principal Director, Mining/Minerals Policy and Development in order to ensure that the operations of the Mining/Minerals Policy and Development Branch are effective and efficient in relation to communications and work assignments between the Principal Director and his/her direct reports, the Honourable Ministers, Permanent Secretary, Chief Technical Director, the Ministry's Agencies, other Government entities and regional and international bodies and the general public.

Key Responsibilities

- Liaises with Senior Heads of Sections and personnel outside of the Unit to facilitate administrative support;
- Establishes, supervises and maintains an appropriate filing system for the recoding and easy retrieval of information;
- Oversees the logs of all mails/files that comes directly to the Principal Director;
- Maintains a database for tracking Cabinet Submissions and decisions and distribution of Cabinet decisions;
- Oversees and maintains the "third copy" files for correspondence sent out by the Principal Director;
- Types reports, correspondences, memos, forms, agendas etc. proof reads documents for accuracy, completeness, and conformity with established formats;
- Co-ordinates activities for a variety of meetings, attends meetings and prepares Minutes;
- Takes action on matters of a routine nature which do not require personal attention of the Principal Director;
- Screens visitors and phone calls intended for the Principal Director and refers them to the appropriate personnel in the event of his/her absence or unavailability;
- Attends meetings with the Principal Director in matters relating to the discharge of his responsibilities as Principal Director;
- Compiles, stores and retrieves Management Data;
- Researches and provides information to the Principal Director in the preparation of reports;
- Maintains own telephone index to facilitate calls to be speedily made;
- Requests and maintains an adequate supply of office stationery;
- Prepares weekly, a list of all meetings for the current week and submits to the Director of Administration and Property Management;
- Makes arrangements for local and overseas travel for the Principal Director;
- Takes dictation and reproduces confidential and other correspondences;
- Prepares weekly a brief for persons requesting appointments or meetings;
- Records receipt of all invitations, making note of dress code and venue, then prepare summary sheet for the Principal Director;
- Reminds the Principal Director and other members of staff of the dates and times of meetings and notes any apologies for absence or change of venue communicated prior;
- Ensures receipt of all briefs and list of attendees prior to a scheduled meeting;
- Ensures that appropriate persons are informed of the time and place of meeting;
- Ensures the conference rooms are booked well in advance and final preparations are in order;
- Makes international and domestic travel arrangements for the Principal Director which would include liaising with overseas consulate/missions for assistance in securing accommodation and transportation;

- Maintains an effective system of information storage and retrieval;
- Supports team work and playing an active role in the sharing of information.

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
- Ability to work under pressure and meet deadlines
- Customer focus
- Integrity and confidentiality

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, plus five (5) years' general office experience;

OR

- Graduation 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, plus five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th October, 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**