



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 363

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25th 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 following **vacant** posts of **Secretary 1 (OPS/SS 1) – (2 posts)** in the **Research and Development Division, Bodles, Old Harbour, Ministry of Agriculture and Fisheries**, salary range \$639-887 – \$760,625 per annum and any allowance(s) attached to the post:

1. Secretary 1 (OPS/SS 1)

Job Purpose

Under the supervision of the Senior Research Director (SOG/ST 8), the Secretary 1 (OPS/SS 1) is responsible for providing secretarial services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Registers all incoming and outgoing mails;
- Receives and transmits telephone calls and messages;
- Maintains an efficient filing system;
- Collects registration fees for services rendered on behalf of an organization;
- Assists with the procurement of goods and services;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and communication skills
- Good customer and quality focus skills
- Good problem-solving and decision-making skills

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of office administration
- Proficiency in the relevant software applications
- Knowledge of filing processes
- Good secretarial skills

Minimum Required Qualification and Experience

- Graduated from a Secondary School with English Language at the CXC or GCE O' Level and typewriting at a speed of 30-35 w.p.m.
- OR**
- Successful completion of a course of study at an accredited Secretarial School with proficiency in typewriting at a speed of 30-35 w.p.m. and English Language at CXC/GCE O' Level.
 - Knowledge of word processing software (basic level) would be an additional asset at this level.

2. Secretary 1 (OPS/SS 1)

Job Purpose

Under the supervision of the Chief Plant Protection Officer (SOG/ST 7), the Secretary 1 (OPS/SS 1) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Receives and directs all telephone calls to relevant officers;
- Disseminates information to internal/external customers;
- Screens and directs visitors to the appropriate officers;
- Monitors and requests files for relevant officers;
- Prepares and collates documents;
- Downloads e-mails and forwards to relevant officers;
- Ensures that documents and correspondence are photocopied;
- Receives and forwards fax as directed;
- Maintains an efficient filing system;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good customer and quality focus skills
- Adaptability
- Integrity
- Compliance
- Initiative

Technical:

- Good secretarial skills
- Basic knowledge of Records Management (filing)
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Graduated from a Secondary School with English Language at the CXC or GCE O' Level and typewriting at a speed of 30-35 w.p.m.
- OR**
- Successful completion of a course of study at an accredited Secretarial School with proficiency in typewriting at a speed of 30-35 w.p.m. and English Language at CXC/GCE O' Level.
- Knowledge of word processing software (basic level) would be an additional asset at this level.

Applications accompanied by résumés should be submitted **no later than Friday, 5th November, 2021 to:**

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

E-mail: 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.

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

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