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(CENTRAL GOVERNMENT)
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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 be assigned to/fill the following posts in the **Ministry of Transport and Mining**:

1. **Senior Secretary (OPS/SS 3) – (Not Vacant)** salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Vacant)** salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.
3. **Secretary 2 (OPS/SS 2) – (Vacant)** salary range \$751,183 – \$892,921 per annum and any allowance(s) attached to the post.

1. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent will be under the direct supervision of the Director, Planning, Research and Evaluation and will be responsible for providing administrative and secretarial services to the Branch and its staff to ensure the smooth operation of the Branch.

Key Responsibilities

- Types and prepares correspondence, reports and documents for the Director, Planning, Research and Evaluation and members of the Branch;
- Takes dictation and Minutes of meetings and transcribes;
- Prepares agendas for meeting and organizes relevant information and documents;
- Actions routine correspondence in accordance with guidelines;
- Ensures that all documents/correspondence leaving the Branch are adequately prepared for dispatch;
- Maintains Diary of meetings/appointments for the Director, Planning, Research and Evaluation;
- Receives and process incoming mails;
- Establishes and maintains a filing and record keeping system to facilitate easy retrieval of files;
- Receives and makes telephone calls for the Director, Planning, Research and Evaluation;
- Researches and collates data for the Director, Planning, Research and Evaluation;
- Updates manual and electronic records and database;
- Interfaces with internal/external customers, seeking audience with the Director, Planning, Research and Evaluation and deals with matters with given authority;
- Assists in the preparation and collection of standard, monthly and quarterly reports;
- Gives general support and manages the routine functions of the Director's Office, to facilitate the availability and easy flow of information.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent time management, planning and organizing skills
- Good interpersonal skills
- Good customer and quality focus skills

Technical:

- Excellent knowledge in the use of computer applications- Microsoft Word, Excel, Powerpoint, Publisher and Access
- Excellent knowledge of office practices and procedures
- Excellent typing skills
- Ability to speed write, record Minutes and transcribe Minutes of meetings
- Ability to maintain calendars and schedule appointments
- Good Records Management skills

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 four to five (4-5) years' general office experience;

OR

- Graduated 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 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 and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

2. Senior Secretary (OPS/SS 3)**Job Purpose**

Under the general supervision of the Director, Management Accounts, the incumbent will be responsible for providing general secretarial support services, organizing and administrative responsibilities for a range of activities related to the portfolio of the Unit and resolving administrative problems and enquiries.

Key Responsibilities

- Types and prepares correspondence, reports and documents for the Director, Management Accounts;
- Takes dictation and Minutes of meetings and transcribes;
- Prepares agendas for meeting and organizes relevant information and documents;
- Actions routine correspondence in accordance with guidelines given;
- Ensures that all documents leaving the Director, Management Account's Office, are adequately prepared for dispatch;
- Maintains Diary of meetings/appointments for the Director, Management Accounts;
- Receives and process incoming mails;
- Establishes and maintains a filing and record keeping system to facilitate easy access;
- Receives and makes telephone calls for the Director, Management Accounts;
- Sends telefax and makes photocopies of documents, as necessary.

Required Knowledge, Skills and Competencies**Core:**

- Good oral and written communication skills
- Excellent time management and interpersonal skills
- Ability to work under pressure and meet deadlines
- Consistently approaches work with energy and a positive constructive attitude

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

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 four to five (4-5) years' general office experience;

OR

- Graduated 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 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 and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

3. Secretary 2 (OPS/SS 2)**Job Purpose**

Under the supervision of the Human Resource and Administration Manager, the Secretary 2 is responsible for providing secretarial and administrative support services for the efficient operation of the Unit.

Key Responsibilities

- Type reports, letters, Minutes, memoranda and other related documents;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Creates, updates and maintains files;
- Organizes relevant information and documents for interviews;
- Ensures that all documents leaving the Unit are adequately prepared for dispatch;
- Maintains and updates filing system;
- Receives, screens and dispatches all telephone calls;
- Maintains Travel Registry;
- Updates Appointment Diary;
- Dispatches monthly Attendance Reports;
- Ensures that photocopies are made of documents and correspondence;
- Maintains stationery supplies;
- Prepares Orientation documents;
- Assists in new employee Orientation process;
- Co-ordinates Holiday/Intern Schedule;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work in a team
- Good problem-solving, planning and organizing skills

- Compliance
- Integrity

Technical:

- Knowledge of Records Management
- Knowledge of Human Resource /Government of Jamaica policies and procedures
- Ability to record and transcribe Minutes
- Knowledge of relevant computer applications

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

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