



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 403 **OSC Ref. C.6276¹²**

24th November, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies fill the **vacant post of Secretary 1 (OPS/SS 1) in the Office of Disaster Preparedness and Emergency Management (ODPEM)**, salary range \$665,483 – \$791,050 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, Information and Training, the incumbent will be responsible for performing clerical and typing duties and managing the basic administrative functions of the Division, namely: record keeping, communicating with customers and archiving of Divisional documentation.

Key Responsibilities

- Takes and transcribes Minutes;
- Manages the Director's desk and Diary;
- Schedules and keeps log of activities of the Division/Unit;
- Types and proof-reads correspondence; prepares reports;
- Maintaining a current and easily accessible filing system;
- Disseminates information as required to Media Houses, etc., via facsimiles;
- Prepares materials for displays, exhibitions, conferences, etc., under the supervision of particular Heads of Sections;
- Faxes documents, screens telephone calls and maintains proper record of incoming and outgoing correspondence;
- Provides administrative support services during meetings, conferences, seminars and workshops.

Required Knowledge, Skills and Competencies

Core:

- Typewriting at a speed of 45 words per minute
- Shorthand at a speed of 80 words per minute
- Taking and transcribing Minutes
- Report writing skills
- Good interpersonal skills
- Good oral and communication skills
- Excellent organizing, planning and time management skills
- Excellent interpersonal/customer service skills
- High level of confidentiality and discretion
- Be able to work with very little supervision
- Initiative and flexibility
- Competence in Microsoft suite including Word processing and EXCEL

Minimum Required Qualification and Experience

- Four (4) CXC or GCE O'Level Subjects or equivalent, including Mathematics and English Language;
- Successful completion of a course of study at an accredited Secretarial school or completion of the prescribed course of study at the Management Institute for National Development (MIND);
- Two (2) years secretarial experience;
- Training in communications, such as telephone techniques, would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 7th December, 2021 to:**

Director of Human Resource Management
Office of Disaster Preparedness and Emergency Management
2 - 4 Haining Road
Kingston 5

E-mail: odpem@cwjamaica.com

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