



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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 to fill the **vacant** post of **Senior Secretary (OPS/SS 3)** in the **Accountant General's Department**, salary range \$1,007,823 – \$1,197,984 per annum and any allowance(s) attached to the post.

Job Purpose

The Senior Secretary is responsible for providing secretarial and clerical support to the Director, Treasury Deposit, by conducting basic research, preparing reports, handling information requests and performing functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare reports, and fulfill information requests;
- To carry out secretarial and clerical functions including correspondence, scheduling of meetings and appointments.

Key Responsibilities

Technical:

- Reads and analyzes incoming memoranda, submissions and reports in order to determine their significance and plans their distribution as per directives;
- Opens, sorts and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers and takes and relays messages;
- Receives, greets and directs visitors to the Unit;
- Prepares responses to correspondence for which authorized;
- Dispatches outgoing mail;
- Responds to requests, inquiries and complaints from staff, other Divisions, Organizations and the general public; refers persons to the relevant authorities, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters and other documents, using Word Processing, Spreadsheet, Database and/or presentation software;
- Files and retrieves documents, reports, and other records;
- Maintains and monitors the schedule of meetings/events for the Division;
- Prepares agendas and makes arrangements for Committee and other meetings attended by the Director, as required;
- Assists in the organization of events and activities by scheduling rooms, issuing information and co-ordinating speakers/participants;
- Makes travel and accommodation arrangements for staff as required;
- Researches and analyzes data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Departmental Reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Director, Treasury Deposits' Office and the various Units;
- Attends meetings in order to record Minutes; compiles, transcribes and distributes Minutes of meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long term internal and external relationships and gain support to achieve desired objectives

- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and Strategic Objectives of the Department
- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions
- **Collaboration and Team Work:** The ability to be a collaborative and inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change and to lead others through change and manage their concerns
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- Ability to work effectively under pressure

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.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

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

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**