



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 388**

### **OSC Ref. C. 6272<sup>15</sup>**

17<sup>th</sup> 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 **Regional Office (Montego Bay), Office of the Prime Minister**, salary range \$1,007,823 – \$1,197,984 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The Senior Secretary provides administrative and secretarial services to support the Programme/Project Manager for the effective and efficient operation of the Regional Office.

### **Key Responsibilities**

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail);
- Assembles and disseminates information to internal and external personnel as requested;
- Issues supplies to attendants and updates Inventory Log;
- Updates Stakeholders Register as required;
- Prepares agendas for meetings and organizes relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Schedules appointments, meetings and conferences and briefs the Programme/Project Manager on the matter before confirming meeting;
- Receives/hosts visitors to the Programme/Project Manager;
- Receives and makes telephone calls for the Programme/Project Manager;
- Interviews visitors and callers to determine nature of their enquiry;
- Maintains an effective filing system that allows security and speedy retrieval of documents/information in accordance with established standards;
- Maintains adequate supply of stationery and other office supplies for the Regional Office;
- Assists in the preparation and collection of standard reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Regional Office.

### **Required Knowledge, Skills and Competencies**

- Integrity and ethics
- Sound judgment
- Official conduct in the performance of duties
- Excellent time management, planning and organizing skills
- Well-developed oral and written communication and interpersonal skills
- Ability to work on own initiative and under pressure
- Excellent knowledge of office practice and procedures
- Proficiency in the use of computers, as well as computer applications, especially Microsoft Office Suite (Word, Excel)

### **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.

Applications accompanied by résumés should be submitted **no later than Tuesday, 30<sup>th</sup> November, 2021, to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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**