



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

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1st December, 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 in the **Ministry of Local Government and Rural Development**:

1. **Senior Director, Corporate Services (GMG/SEG 5)**, salary range \$3,706,560 - \$4,405,935 per annum and any allowance(s) attached to the post.
2. **Programme Analyst (MIS/IT 6)**, salary range \$2,138,484 – \$2,541,986 per annum and any allowance(s) attached to the post.
3. **Network Analyst (MIS/IT 5)**, salary range \$1,930,750 - \$2,295,055 per annum and any allowance(s) attached to the post.
4. **Dietitian (HPC/ND 2)**, salary range \$1,397,612 – \$1,661,321 per annum and any allowance(s) attached to the post.
5. **Physiotherapist (HPC/PT 2) (3 posts)**, salary range \$1,241,070 - \$1,475,242 per annum and any allowance(s) attached to the post.
6. **Administrative Assistant (GMG/AM 3)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
7. **Senior Secretary (OPS/SS 3)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.
8. **Senior Secretary (OPS/SS 3)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

1. **Senior Director, Corporate Services (GMG/SEG 5)**

Job Purpose

Reporting to the Permanent Secretary, the Senior Director, Corporate Services, provides leadership and direction to the Division to facilitate development and implementation of effective and efficient strategies and policies, with the appropriate monitoring and evaluation techniques that will identify deviation. The incumbent is also responsible for providing technical support as it relates to the interpretation of certain Civil Service rules, regulations, conditions of service, pension and leave administration. He/she will oversee the adequate staffing of all areas of operations, communication and information technology systems, procurement of goods and services, facilities and office management and Records Management, in keeping with governmental requirements and to achieve the objectives of the Ministry.

Key Responsibilities

Management/Administrative:

- Plans, organizes and directs the work of the Division by overseeing the development of the Corporate, Operational, Work Plans and Budget;
- Implements and reviews the Division's policies, procedures and systems to meet the Ministry's goals and objectives;
- Develops, implements and maintains policies and procedures to guide the operations of the Division;
- Troubleshoots areas of potential discontent and takes proactive measures;
- Ensures timely submission of documents requested from the Division;
- Provides expert advice, briefings and support to the Permanent Secretary;
- Oversees the development and implementation of a comprehensive Human Resource Strategy within the Ministry to facilitate Corporate Objectives;
- Facilitates the provision of an efficient Leave and Pension Administration Programme for the Ministry and Local Authorities;

- Ensures that property and office services are provided in a cost effective manner;
- Ensures cost effective and reliability security and transport services are provided;
- Oversees the provision of information technology systems to transform and modernize the operations of the Ministry, Local Authorities and Agencies;
- Ensures that the records management function of the Ministry is in order to deliver reliable and accurate information to support decision making;
- Oversees the provision/development of timely and cost-effective public relations and communication strategies for the Ministry, Local Authorities and Portfolio Agencies;
- Represents the Ministry at local and international meetings, conferences and other fora as required;
- Co-ordinates the effective operations of the Units within the Corporate Services, their relationship with Local Authorities and Portfolio Agencies and ensures the delivery of high-quality service to both internal and external customers.

Technical/Professional:

- Co-ordinates the development, implementation and maintenance of comprehensive Human Resource Policies and Practices within the Ministry, Portfolio Agencies and Local Authorities, to ensure optimum development of the human capital;
- Ensures the recruitment, direction and retention of staff in keeping with the changing needs of the organization;
- Oversees the implementation of training and development programmes for staff, thereby ensuring that a skilled workforce is provided and the Strategic Objectives of the Ministry are satisfied;
- Oversees the implementation of a Succession Planning Programme to ensure continuity of skills, competencies and career advancement of employees within the organization;
- Guides the restructuring of Divisions, Branches and Sections or Units to make the changing requirements of Corporate Objectives and Strategies as identified in the Corporate Planning process;
- Ensures the efficient and accurate Leave and Pension Administration Programme within the Ministry and Local Authorities;
- Oversees the administration of discipline and grievance procedures, ensuring consistency, fairness and equity in the workplace;
- Provides consultation to Senior Management in the redesign of key positions to ensure that their contribution to the overall plan is optimized;
- Conducts regular Staff Meetings and Ad-hoc Meetings as necessary, to discuss job scheduling and any other issues/problems that impact the Division, so as to provide solutions for achieving the objectives.
- Oversees the implementation of organizational changes and modernization measures necessary to strengthen the Ministry's abilities to fulfil its responsibilities;
- Develops and manages the performance of the Division and staff, including transferring of skills, setting performance targets and monitoring performance;
- Ensures the development and implementation of an efficient Human Resource Management Information System Database on all staff within the Organization;
- Facilitates the operations of a Documentation and Information Unit, ensuring that the relevant policies and best practices are implemented, as well as the codes of practice for Access to Information;
- Facilitates the implementation of change management initiative and constantly monitors and reviews the organization's operations, ensuring the relevance of business processes and structures and that they are in keeping with the Vision, Mission and goals of the Organization;
- Provides technical advice, recommendations and guidance to address operational weaknesses related to the Ministry and Portfolio Entities;
- Facilitates career development, training and staff recognition awards;
- Ensures the proper management and maintenance of all properties and assets, ensuring that all Government guidelines are adhered to;
- Ensures that all regulations in respect to procurement are met and that best quality of goods and services are secured at the most competitive price;
- Prepares periodic Procurement Monitoring Reports to inform the Permanent Secretary and Senior Managers on significant diversion from the Government Procurement Policy and Procedures;
- Ensures that maintenance of office and plant equipment will facilitate a harmonious and productive environment;
- Ensures that the recurrent need of each programme area, both in terms of goods and offices services, are determined for the Financial Year and that purchases, custody and dispositions are carried out in a cost-effective way;
- Ensures that physical facilities and assets are managed effectively, so that the Ministry's operation are conducted in a secure, comfortable and functional work environment;
- Ensures the development and implementation of an information system strategy for the Ministry, Local Authorities and Agencies;

- Promotes the use of Information Technology as an agent to transform and modernize the Ministry's operations and strategies;
- Facilitates the design and development of new enabling technologies to support key initiatives and cut across the Ministry and its Departments;
- Participates in the development/establishment of appropriate policy, standards and general procedures in relation to review, appraisal, retention, tracking and retrieval of records, disposal, storage, maintenance and other aspects of Records Management;
- Participates in the establishment of a performance measurement mechanism for the Records Management System to identify whether or not the information is being managed efficiently;
- Ensures the provision of public access to records/information in keeping with the legislative requirements of the Access to Information Act;
- Oversees the provision of an effective public relation programme for the Ministry, Local Authorities and Agencies;
- Ensures that the appropriate communication and knowledge management systems are in place to facilitate the dissemination of accurate and timely information within the Ministry, Local Authorities, Agencies to the media/general public;
- Ensures the provision of leadership and guidance to all Units, Departments and Divisions within the Ministry on communication and public affairs matter;
- Maintains effective working relations with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service;
- Devises systems and customer service to assess the performance of the Division in keeping with the Citizens Charter and takes corrective action, where necessary.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Develops and implements, in collaboration with the Human Resource Department, a programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other duties and responsibilities determined from time to time, by the Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills and strong persuasive and presentation skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications
- Sound judgment and integrity/ethics exercised in the performance of duties

Functional:

- Excellent knowledge of Laws and Regulations governing the operations of Division
- Knowledge of Local Government and local governance matters and in particular the Government of Jamaica's Local Government related programmes and activities
- Knowledge of Human Resource Management Policies, Procedures and Regulations
- Knowledge of Procurement procedures and guidelines
- Excellent diagnostic and strategic management skills
- Excellent problem-solving skills
- Demonstrate initiative to solve operational issues

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Public Sector Management/Business Administration or related discipline from a recognized tertiary institution;
- Five (5) years professional experience in a Senior Management position, or ten (10) years in Human Resources or Operations.

2. Programme Analyst (MIS/IT 6)

Job Purpose

Reporting to the Director, Information and Computer Technology, the incumbent will lead the design, implementation and maintenance of web applications throughout the development life cycle.

Key Responsibilities

- Analyzes business and office processes to design system and user requirements;
- Develops specification of functional systems and designs requirements;
- Prepares the required documentation for applications developed;
- Provides programming services to satisfy special projects, Office Automation and other business requirements;
- Develops, implements and maintains web-based applications and/or Websites using industry standard tools such as PHP, Sharepoint and ASP .Net;
- Develops, implements and maintains Intranet/Internet applications within the Ministry;
- Works closely with Managers and other members of the ICT Unit in the Ministry;
- Performs any other duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Excellent customer quality focus skills
- Excellent initiative
- Excellent planning and organizing skills

Functional:

- Excellent analytical thinking skills
- Excellent use of technology
- Excellent problem-solving skills
- Excellent knowledge and skills in development of databases and queries using Relational Database Management System such as MS-SQL Server and MySQL
- Possess excellent knowledge in Crystal Reports and Business Intelligence tools

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science/Information Technology or related discipline from a recognized institution;
- Four (4) years' experience in a similar position developing Web and Database Applications;
- Three (3) years' experience working with MS-SQL Server 2005/2008 and MySQL database servers, PHP and .Net (VB, C#) technologies, HTML/XHTML, JavaScript, jQuery and CSS.

3. Network Analyst (MIS/IT 5)

Job Purpose

Reporting to the Director, Information Communications and Technology, the incumbent is responsible for managing and co-ordinating the maintenance activities of the Ministry, Local Authorities and Agencies Computer Hardware, Firmware and peripherals to achieve optimum level of performance.

Key Responsibilities

Technical/Professional:

- Participates in the development of the Unit's Operational and Work Plans;
- Implements a preventative system and arranges for regular servicing;
- Directs arrangements for back-up and processing facility and ensures that alternative processing is in place in the event of system failure;
- Reports and maintains a log of all malfunctions of the system's response time, support service and resulting downtime;
- Maintains a log of all error messages, the conditions which they occur and their solutions;
- Liaises with the relevant personnel from the Utility Companies and monitors the utilization level of the systems and ability to respond to new data needs in order to make recommendations where systems enhancement are needed;
- Maintains an Inventory of the computer hardware and software and monitoring equipment that is under warranty by undertaking regular audit checks and preparing monthly reports on the performance and utilization of equipment;
- Participates in setting up audio-visual equipment for training programmes;
- Performs any other duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good customer quality focus skills
- Good initiative

Technical:

- Excellent analytical thinking and problem-solving skills
- Excellent use of technology

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science with emphasis on Hardware Maintenance, or related discipline from a recognized institution;
- Two (2) years' experience in computer maintenance and in administration of computer networks including internet, intranet, extranet and fibre optic cabling.

4. Dietitian (HPC/ND 2)

Job Purpose

Under the general direction of the Director, Human Services, the Dietitian is responsible for the development of short and long-term plans for the delivery of quality Nutrition Care on a regional basis within the Island's Infirmaries and Golden Age Homes. The Dietitian will be responsible for containing costs and conducting training activities. The service delivery will entail the creation of menus for residents of the Infirmaries based on their nutritional needs to promote health and recovery from illnesses and prevent diseases. The incumbent is required to develop recipes and purchase requisition and assist in supervising dietary staff in the preparation of meals, to maintain the highest quality. The Dietitian is also required to work closely with the entire Health Care Team as is necessary to achieve optimal outcome of improved health for all residents.

Key Responsibilities

- Provides the nutrition expertise in establishing goals for each facility;
- Maintains system to contain costs (example, allocations of time, food, supplies and personnel) while preserving quality;
- Establishes programmes goals for the Clinical Dietetics Services;
- Establishes and maintains standards for food preparation, sanitation and safety, as well as requirement for personal, equipment and supplies;
- Specifies criteria to measure the quality of nutrition care;
- Participates in ongoing programmes of quality assurance for patient care and foodservice;
- Identifies desired outcomes/goals of nutrition care for individual residents (for example, disease prevention, health maintenance, therapeutic intervention and rehabilitation);
- Devises contingency plans with facility policy for feeding in disasters;
- Provides nutrition care to patients: Conducts nutrition assessments, identifies residents at risk for malnutrition and creates diet plans;

- Develops nutrition care plans and implements interventions based on knowledge of resident's current health;
- Applies knowledge of special dietary products, their composition, application and condition to nutrition care of residents:
 - Enteral Nutrition (tube feeds) and Oral Nutrition Supplements;
- Analyzes the effectiveness of interventions and uses metrics to implement data-driven improvement;
- Maintains current knowledge of Dietetic practices and principles to include evidence based practice;
- Completes monthly, quarterly and yearly assessments of residents seen and adapts Nutrition plans as needed;
- Provides Nutrition Education to residents and nursing staff;
- Collaborates with Physicians, Therapists and Nursing Staff in order to tailor dietary services to improve residents' outcomes;
- Reviews and communicates Drug-nutrient and Drug-drug incompatibilities that impact on resident's nutritional status and/or nutrient utilization;
- Communicates and influences treatment interventions determined by the Medical Team through interdisciplinary meetings;
- Prepares and submits monthly reports to Director, Human Services;
- Performs any other related duties and responsibilities assigned from to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent organizing and planning skills
- Strong time-management skills to consistently deliver quality output within agreed timelines
- Excellent communication and interpersonal skills with the ability to interact with staff at all levels
- The ability to identify and solve complex problems
- High level of patient confidentiality

Functional:

- Thorough understanding of Biochemistry and Human Physiology
- Knowledge of standards for food
- Knowledge of the science of human nutritional care
- Knowledge of food service systems management
- Knowledge and application of research findings and current knowledge to solve residents' nutrition problems

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Dietetics/Nutrition from an accredited tertiary institution;
- One-year supervised internship programme in Dietetics/Nutrition;
- Dietetics Internship Certificate;
- Two to three (2-3) years' experience in the food service field;
- Registration with Council for Professions Supplementary to Medicine;
- Membership in Professional Organization, e.g. CANDi, AND, EDA, DoC, JANDi, JAPINAD.

5. Physiotherapist (HPC/PT 2)

Job Purpose

The Physiotherapist is responsible for developing, maintaining or restoring motor function and movement for the affected residents of the Infirmary, using evidence-based practice. The Physiotherapist will also identify and maximize quality of life and movement potential by using the principles of promotion, prevention, treatment/intervention and rehabilitation.

Key Responsibilities

- Collects information on residents' prior function, physical abilities and identifies the residents' expectations of physiotherapy;
- Assesses, examines and determines treatment plan for residents referred for rehabilitation care;

- Shares information and explanations with residents and other relevant persons about the purpose of the physiotherapy assessment, any relevant risks and options;
- Monitors residents' progress and adjusts treatment plan as necessary;
- Assists in scheduling patients according to their conditions;
- Shares and collaborates with medical staff in discussing vital information for the care, medication, feeding, physical movement, progress and referral of residents and makes recommendations as required;
- Develops home exercise programme depending on the residents' psychological state and resources available;
- Records residents' clinical data and other pertinent information;
- Trains Porters and PCAs in the areas of Mobility and Transfers;
- Liaises with professionals such as Doctors, Nurses other Healthcare professionals and Social Workers, to exchange information about the background and progress of residents, as well as to refer residents who require other medical attention;
- Liaises with Inspector of Poor in regard to rehabilitation of residents for reintegration into homes;
- Works with the Inspector of Poor to conduct Follow-up Sessions with rehabilitated and reintegrated residents to maintain and sustain recovery;
- Works with the Matron to identify and make requests for needed resources to carry out duties;
- Keeps up-to-date with the latest advancements, new techniques and technologies in the profession available for treating patients;
- Manages clinical risks;
- Performs any other duties and responsibilities determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Interpersonal skills to establish a rapport with residents and their families
- Teamwork skills to collaborate with other Healthcare professionals, such as Doctors, Nurses, Patient Care Assistants and Social Workers
- Problem-solving ability
- Tolerance, patience, sensitivity and tact
- Organizational and administrative skills
- A firm, but encouraging and empathetic attitude
- A genuine concern for the wellbeing and health of residents

Functional:

- Sound technical skills
- Adaptability
- Compliance

Minimum Required Qualification and Experience

- Undergraduate Degree in Physical Therapy;
- Registered to practice in Jamaica;
- Two (2) years' experience in a similar clinical setting.

6. Administrative Assistant (GMG/AM 3)

Job Purpose

Reporting to the Principal Finance Officer, the incumbent is responsible for organizing and administering a range of activities by ensuring that all administrative matters within the Finance and Accounts Section are adequately strengthened to meet the needs for delivery of services.

Key Responsibilities

- Receives and routes all correspondence referred to the Office of the Principal Finance Officer and ensures that all matters are attended to; dispatches promptly to the relevant Directors and other officers;
- Classifies correspondence received from the Principal Finance Officer;
- Establishes and maintains an electronic and hard copy Filing System for control of confidential documents, such as Cabinet Submissions, Executive Management Information, Estimates of Expenditure, Monthly Warrants and Policy Matters;

- Prepares drafts of Cabinet Submissions, letters and memoranda from general instructions given by the Principal Finance Officer;
- Maintains and prioritizes the Principal Finance Officer's Diary on a daily basis and ensures that he/she is kept abreast of important dates and deadlines;
- Co-ordinates meetings with Local Authorities, the Agencies and Principal Finance Officer to resolve Auditor General's Report on the Local Authorities and the Agencies;
- Advises Heads of Sections and other relevant officers on the scheduled date of meetings as directed;
- Conducts research of information as is required in the preparation of meetings;
- Ensures that the Conference Rooms are always booked to accommodate meetings and organizes refreshment, where necessary;
- Plans, co-ordinates and finalizes travel arrangements for the Principal Finance Officer and ensures that all reports etc. are received and the information collated and documented as requested;
- Makes contact with Heads of Section, Secretary Managers or other senior officers to ensure that all relevant data is available to prepare the reports required;
- Liaises with the Directors within the Finance and Accounts Section to ensure that Departmental Reports on specific areas, are available by the due dates;
- Prepares summary of reports received for presentation at the Senior Managers meetings;
- Ensures that the Directors are reminded of the deadlines to produce reports;
- Ensures that there is follow-up action on the tasks being monitored by the Principal Finance Officer, which is needed for presentation at the Senior Management Meetings and to external Agencies such as the Auditor General's Department;
- Contacts Senior Officers within the Ministry, its Agencies and the Local Authorities to follow up on Audit queries addressed to the Principal Finance Officer and ensures that he/she receives responses promptly;
- Conducts preliminary interviews with persons desiring to see the Principal Finance Officer, by screening callers and referring complaints to the appropriate offices for attention, where necessary;
- Participates in the prioritizing of appointments/engagements with officials in other Ministries, Departments and other organizations, ensuring that the Principal Finance Officer is kept abreast and reminded of these scheduled dates;
- Provides administrative support for meetings chaired by the Principal Finance Officer by typing and producing notes of these meetings for circulation;
- Prepares letters to the Accountant General Department in respect of the Ministry or any of the Local Authorities or Agencies, requesting to open a new bank account or make any changes to the existing banking mandate;
- Prepares letters and signature cards for the addition or removal of signature to the banking mandate of the Ministry for submission to the relevant banks;
- Liaises with the Director of Management Accounts and ensures that all documents relating to budgetary matters are perused and signed by the Principal Finance Officer;
- Performs any other related duties that may be assigned by the Senior Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written skills
- Excellent interpersonal and customer relations skills
- Good integrity/ethics exercised in the performance of duties

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the use of relevant computer applications
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

- Diploma in Secretarial Studies and Certificate in Administrative Studies, **or**
- Certificate in Public Administration; **and**
- Three (3) years' experience in the field.

7. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Permanent Secretary, the incumbent is responsible for providing secretarial services and managing the routine functions of the office.

Key Responsibilities

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;
- Maintains an electronic data retention and tracking system;
- Types letters and memoranda for the Permanent Secretary;
- Types letters for distribution;
- Prepares response from correspondence for signature;
- Maintains an Appointment Diary/Calendar to facilitate smooth and effective communication between the Director and internal/external customers;
- Develops and maintains a filing system to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the office;
- Researches files for data relevant to Local Government Authorities and prepares status report;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Takes/screens and makes telephone calls;
- Provides prompt, efficient and effective delivery of support services;
- Requests stationery for all officers in the Unit;
- Performs any other duties and responsibilities determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent customer relations skills
- Good interpersonal skills

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the relevant computer applications
- Good knowledge of filing systems and methods
- Sound planning and organizing skills
- Sound judgment and initiative

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.

8. Senior Secretary (OPS/SS 3)

Job Purpose

Under the direction and supervision of the Senior Director, Human Services, the Senior Secretary has responsibilities for the delivery of effective secretarial support services of the Director's Office. This involves ensuring that reports are prepared, Minutes are taken and transcribed and that visitors are screened. The incumbent will also assist with the provision of administrative support to the Advisory/Interdisciplinary Committee.

Key Responsibilities

- Makes, records, schedules and cancels Senior Director's appointments;
- Prepares Agenda for meetings;
- Types letters, memoranda and reports;
- Obtains and collates information needed by Senior Director;
- Makes reservations, booking flight, etc., for official traveling and tours;
- Liaises with Office Services Manager to make arrangements for meetings;
- Attends meetings and records all proceedings;
- Maintains files/correspondence;
- Ensures that all confidential files and correspondence are retrieved and available when needed by Senior Director;
- Provides prompt, efficient and effective delivery of support services;
- Ensures that a Register is maintained to record long distance or cell phone calls;
- Performs any other such duties and responsibilities as may be determined by the Senior Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Good integrity/ethics displayed in the exercise of duties

Functional:

- Expert knowledge of protocol for meetings
- Excellent Minute-taking and keyboarding skills
- Proficiency in the use of relevant computer applications
- Good multi-tasking skills
- Good planning and organizing skills
- Good judgment and initiative

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

- Will be required to sit around a personal computer and type for extended periods.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th December, 2021 to:**

Senior Director
Human Resource Management and Development
Ministry of Local Government and Rural Development
61 Hagley Park Road
Kingston 10

Email: hrd@mlgcd.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