



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 40
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31st January, 2022

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/be assigned to the following posts in the **Ministry of Tourism**:

1. **Executive Assistant (GMG/SEG 1) – (Vacant)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Records Officer 1 (PIDG/RIM 2) – (Not Vacant)**, salary range \$778,917 – \$925,888 per annum and any allowance(s) attached to the post.

1. **Executive Assistant (GMG/SEG 1) (GMG/SEG 1)**

Job Purpose

The Executive Assistant will provide administrative and research support to the Permanent Secretary. This position will entail the monitoring and following-up of activities, reviewing and preparation of various kinds of Reports/Briefs, drafting of Cabinet Notes and Submissions as required.

The incumbent will also assist in the organization and follow-up of those matters arising from Meetings attended or chaired by the Permanent Secretary.

Key Responsibilities

Technical/Professional:

- Liaises with Senior Directors/Mangers within the Ministry and Agencies to determine status of the implementation of Cabinet Decisions and other action items/instructions/assignments from the Permanent Secretary;
- Prepares and collates Cabinet Notes and Submissions;
- Prepares Cabinet Submissions for overseas travel for senior officers in the Ministry and its Agencies;
- Prepares various kinds of Reports and Briefs related to varying aspects of the overall work of the Permanent Secretary;
- Conducts research and gathers data and other information that may be required in preparation of Conference Papers/Meeting/Discussion, to support the Office of the Permanent Secretary.

Management/Administrative:

- Maintains confidentiality of sensitive information;
- Prepares and discusses documentation for sign-off by the Permanent Secretary;
- Monitors and follows up with Divisional and Agency Head on correspondence, et al;
- Prepares PowerPoint presentations, Meeting Notes and action items from meetings chaired by the Permanent Secretary;
- Assists in the development and maintenance of a database on the status of activities being monitored by the Permanent Secretary;
- Co-ordinates local and overseas travel arrangements for the Permanent Secretary;
- Examines Foreign Exchange Applications from the Ministry, Agencies and Departments to ensure requests are in keeping with the guidelines;
- Attends meetings with the Permanent Secretary upon her request, takes dictation and transcribes;
- Ensures that proper Records Management is kept and maintained of confidential documents/matters within the Office;
- Receives, screens and makes calls on behalf of the Permanent Secretary;
- Provides information and/or appropriate advice to callers internally, nationally and internationally, on matters that are within purview and directs enquiries to various officers/Agencies;
- Performs other related functions assigned from time to time by the Permanent Secretary.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Ability to work on own initiative and with minimal supervision
- Ability to work with a team in a dynamic environment
- Highly developed interpersonal skills
- Excellent analytical skills
- Excellent problem-solving skills
- Excellent presentation and reporting skills
- Proficient in the use of relevant computer applications, such as, MS Excel, Word, PowerPoint
- Knowledge of the machinery of Government.

Minimum Required Qualification and Experience

- First Degree in Arts, Social Sciences or a relevant field;
- Three (3) years relevant work experience;
- Experience in report writing and research;
- Experience and/or training in the preparation of Cabinet Submission.

Special Conditions Associated with the Job

- Required to work outside of normal working hours and weekends, when necessary;
- Required to exercise initiative when necessary.

2. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the general supervision of the Director, Documentation, Information and Access Services, the Records Officer provides support services to the Registry to facilitate the smooth and efficient operation of the Documentation, Information and Access Services. The incumbent also provides assistance at the Front Desk of the Ministry of Tourism.

Key Responsibilities

Registry:

- Creates, updates and maintains files;
- Receives, stores and retrieves information;
- Files correspondence in chronological order;
- Responds to queries about records and files;
- Assists with the processing of mail/correspondence – sorts and despatches;
- Assists with the updating of the Records Management Database;
- Assists with research requests;
- Assists with the maintenance of Stamp Imprest;
- Assists with clipping of newspaper articles;
- Maintains 'Charge Out' Cards;
- Types labels for shelves and cabinets;
- Assists with record of Inventory for the Ministry;
- Provides directions for locating staff, when necessary;
- Receives correspondence/parcels;
- Assists with the despatching of correspondence to customers/clients of the Ministry;
- Advises relevant Unit/Officer of receipt of correspondence/parcels.

Other:

- Serves as relief Telephone Operator/Receptionist;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Good oral and written communication skills (ability to speak clearly)
- Appropriate personal presentation and decorum
- Diplomacy in dealing with the public and staff
- Knowledge of Microsoft Suite and search engines

- Ability to multi-task
- Initiative
- Service-oriented

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

Applications accompanied by Résumés should be submitted **no later than Friday, 11th February, 2022 to:**

Director, Human Resource Management and Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5

Email: hrm@mot.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