



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 64**  
**OSC Ref. C. 6222<sup>9</sup>**

**14<sup>th</sup> February, 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 the **vacant** post of **Executive Assistant (GMG/SEG 1)** in the **Postal Corporation of Jamaica**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.

**Job Purpose**

The Executive Assistant is required to independently manage, organize, monitor and execute a wide variety of highly responsible secretarial and administrative duties pertaining to the operations of the Postal Corporation of Jamaica, while exhibiting a high level of confidentiality.

**Key Responsibilities**

***Management/Administrative:***

- Collaborates with direct Supervisor in the preparation of Individual Work Plan for signing and submission;
- Co-ordinates and implements Office services activities such as purchases and record control;
- Organizes and schedules all Office activities;
- Participates in the co-ordination of special projects;
- Ensures the maintenance of efficient and effective Records Management and Information System to facilitate ease of access to information and speedy retrieval;
- Ensures the security of official and confidential records;
- Assists in the development of Operational and Strategic Plans for the Administrative areas of the Office of the Chief Executive Officer;
- Assists in the development of Budgets and Monthly Cash flows.

***Technical/Professional:***

- Organizes and manages the schedule of the Chief Executive Officer, monitors and updates planned programmes, appointments and activities;
- Analyzes Submissions/correspondence to the Chief Executive Officer and manages their processing, including preparing acknowledgement, initiating investigations and routing to Corporation/Department and Personnel;
- Pursues appropriate follow-throughs to ensure matters are attended and appries the Chief Executive Officer accordingly;
- Participates in administrative planning of the Office to ensure the maintenance of commitments and deadlines are kept;
- Assists with the preparation of official documents, including Board Reports, Corporate and Organizational Plans, Statistical Data, Annual Reports and co-ordination of various reports;
- Monitors and updates activities and appointments for the Chief Executive Officer;
- Attends Board Meetings bi-monthly and reproduces the Minutes, ensuring follow-through with post-meeting decisions and actions;
- Assists with co-ordinating, collecting and arranging delivery of reports and documents from the Board and works with the Corporate Secretary/Legal Officer and Assistant Manager to ensure timely distribution to Board Members for review, prior to meetings;
- Assists in organizing the preparation of Sub-Committee Reports for Board Meetings;
- Researches and compiles data, information and confidential files as requested;
- Locates and compiles information and formats reports, graphs, tables, records and other sources of information;
- Ensures that all correspondence received in the Office are promptly processed and appropriate follow-ups pursued;
- Drafts response to routine matters, proofreads for accuracy and ensures they are dispatched;
- Ensures that meetings/arrangements are planned and efficiently co-ordinated;
- Keeps the Director up-to-date on the status of Project Assignments, Consultants Contracts and Annual Reports;
- Maintains the Attendance Register for Senior Managers and Secretaries assigned to the Administrative Block;

- Types and formats/produces documents using the relevant computer software.

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

- Good oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Ability to work with others in the pursuit of team goals
- Good knowledge of Administrative or Office Management practices and principles
- Good knowledge of Government of Jamaica Records and Information Management Practices and Principles
- Thorough knowledge of the Civil Service Regulations and Procedures, Financial Administration and Audit Act and the Public Procurement Act
- Good research skills
- Good knowledge of Government of Jamaica Procurement Policies
- Proficient in the use of standard computer applications
- Knowledge of web-based research techniques
- Knowledge of the Post Office Act
- Knowledge of the Public Bodies and Management Accountability Act
- Knowledge of the Postal Industry and its Operations

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Public Sector Management/Business Administration or related discipline from an accredited tertiary institution;
  - Five (5) years related working experience. Three (3) years working with Executive Management;
- OR**
- Associate Degree in Public Sector Management/Business Administration or related discipline from an accredited tertiary institution;
  - Eight (8) years related working experience. Four (4) years working with Executive Management.

Applications accompanied by résumés should be submitted **no later than Friday, 25<sup>th</sup> February, 2022 to:**

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road  
Kingston, CSO**

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.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**