



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 60**  
**OSC Ref. C.4857<sup>16</sup>**

**10<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 Secretary 2 (OPS/SS 5)**, in the **Ministry of Transport and Mining**, salary range \$1,468,363 – \$1,745,422 per annum and any allowance(s) attached to the post.

**Job Purpose**

To provide administrative support to the Minister in order to ensure that the operations of the office are effective and efficient in relation to communications and work assignment between the Honourable Ministers, Permanent Secretary, the Ministry's Agencies, other Government entities and regional and international bodies and the general public.

**Key Responsibilities**

- Liaises with Senior Heads of Section and personnel outside of the Unit to facilitate administrative support;
- Establishes, supervises and maintains an appropriate Filing System for the recording and easy retrieval of information;
- Oversees the logs of all mails/files that comes directly to the Minister;
- Maintains a database for tracking Cabinet Submissions and Decisions and distribution of Cabinet Decisions;
- Oversees and maintains the "third copy" files for correspondence sent out by the Minister;
- Types reports, correspondences, memos, forms, Agendas etc. proof reads documents for accuracy, completeness, and conformity with established formats;
- Co-ordinates activities for a variety of meetings;
- Attends meetings and prepares Minutes;
- Ensures that all documents and papers are prepared by relevant officers for the Minister's overseas meeting;
- Screens visitors and phone calls intended for the Minister and refer them to the appropriate personnel in the event of his/her absence or unavailability;
- Reviews on the directives given and requests made by the Minister;
- Compiles, stores and retrieve management data;
- Researches and provides information to the Minister in the preparation of reports;
- Aids in the preparation of the Annual Budget and monthly cash flow of the Unit's expenditure;
- Monitors the financial performance of the Unit using the electronic Performance Monitoring System, and provides regular updates to the Minister;
- Requests and maintains an adequate supply of office stationery;
- Ensures that Telephone Bills are reconciled and payments are made in respect of toll calls;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Makes arrangements for local and overseas travel for the Minister;
- Takes dictation and reproduces confidential and other correspondence;
- Deals with urgent correspondences, faxes and emails in the absence of a Unit official;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook Programme;
- Assists in the preparation of Corporate and Operational Plans for the Unit;
- Attends administrative meetings on the instructions of the Minister;
- Arranges for printing, making photocopies, binding, and dispatching documents produced;
- Maintains an effective general Filing System;
- Maintains an effective Mailing System;
- Prepares resource material and packages for participation in seminars, workshops and retreats;
- Maintains the Minister's Diary, recording appointments, meetings conferences and visits on a daily basis. Confirms, cancels and reschedules appointments on the Minister's behalf;
- Takes action Minutes at meetings when directed to do so and circulates them as required.

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

### **Technical**

- Sound knowledge of computer applications - Microsoft Word, Excel, Powerpoint Publisher and Access
- Excellent knowledge of Government operations and protocol
- Excellent typing skills
- Ability to manage workloads and prioritize amongst conflicting demands
- Good Records Management skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose, and edit written material

### **Core**

- Ability to communicate effectively, both orally and in writing
- Excellent time management skills
- Excellent interpersonal skills
- Ability to work under pressure and meet deadlines
- Consistently approaches work with energy and a positive constructive attitude

## **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 seven (7) 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 seven (7) years' general office experience;

**OR**

Successful completion of the Certified Professional Secretary course; proficiency 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 seven (7) 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 Wednesday, 23<sup>rd</sup> February, 2022 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

Email: [hr@mtw.gov.jm](mailto:hr@mtw.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**