



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

CIRCULAR No. 68
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17th 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 following **vacant posts** in the **Court Administration Division**:

1. **Office Manager (GMG/AM 4), Human Resource Management and Administration and the Internal Audit Branch**, salary range \$1,467,234 – \$1,744,080 per annum and any allowance(s) attached to the post.
2. **Administrative Assistant (GMG/AM 2), Strategic Planning, Reform and Performance Management Division**, salary range \$1,025,878 – \$1,219,446 per annum and any allowance(s) attached to the post.
3. **Senior Secretary (OPS/SS 3) – (Internal Audit Division)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

1. Office Manager (GMG/AM 4)

Job Summary

Under the direction of the Director, Procurement and Administration, the Office Manager (GMG/AM 4), is responsible for implementing the appropriate mechanisms for effective management of the CAD's Office Services, ensuring a habitable and safe office environment in accordance with established standards and guidelines towards achieving the CAD's objective.

Key Responsibilities

Management

- Participates in the development of the Unit's operational objective and standards;
- Prepares Work Plans and schedules for staff;
- Convenes and participates in meetings relevant to role and function;
- Prepares Operational Reports;
- Co-ordinates and oversees the functions of direct reports;
- Provides leadership to director reports.

Technical

- Implements the appropriate systems and procedures and ensures the effective operation of the Office Services Unit;
- Maintains a current and accurate inventory of office furniture and equipment;
- Prepares Location Charts and ensures the proper indexing for office furniture and equipment within central Ministry and its Agencies;
- Conducts periodical count of office furniture and equipment;
- Liaises with Divisional Heads regarding office accommodation and comfort;
- Ensures that the telephone/Switchboard is functional, and Operators are scheduled to ensure that the Switchboard is properly manned;
- Ensures that ancillary staffs are aware of their duties, appropriately assigned;
- Ensures that overtime duties are effectively monitored and appropriately assigned;
- Monitors the timely receipt and distribution of daily subscription of newspaper;
- Ensures that catering services are provided as the need arises;
- Assists with the monitoring of the maintenance of the copiers.

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 attaining established personnel and/or organizational goal;

- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- 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 Ministry's goal;
- Performs any other duties that may be assigned by the Director, Procurement and Administration and which may be deemed to fall within the remit of the post.

Required Knowledge, Skills and Competencies

- Excellent knowledge of organization's policies and procedures
- Excellent interpersonal skill
- Excellent oral and written communication skills
- Working knowledge in the relevant computer applications
- Ability to work in teams
- Keen eye for details

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies:
OR
- Certificate in Supplies Management, and least three (3) years related work experience

Special conditions associated with the job:

- Normal office environment
- Some travelling will be involved

2. Administrative Assistant (GMG/AM 2)

Job Purpose

Under the general direction of the Director, Strategic Planning, Reform and Performance Management, the incumbent is responsible for organizing and administering all activities related to the Senior Director's portfolio. Ensure that contacts are maintained with direct reports, as well as other persons and groups critical to the successful implementation of the Division's programmes and activities.

Key Responsibilities

Technical/professional

- Ensures that all correspondence of a general or routine nature are received by the Director in a timely manner;
- Conducts research and prepares draft responses to certain correspondence for vetting by the Director;
- Addresses some problems relating to the routine operations of the Office by interfacing with the appropriate CAD staff and other Government entities as well as the private sector;
- Keeps abreast of the progress of activities within the CAD, providing background information, as well as preparing the Director for participation in meetings;
- Organizes meetings for the Director;
- Prepares pre-conference papers for the Director and attending meeting as may be required;
- Ensures that the Director receives reports from the direct reports in relation to the Division's operations by due dates and in the correct format;
- Keeps the Director abreast of relevant information on media coverage/public opinion as they relate to Human Resource issues of the Judiciary's portfolio;
- Makes travel and accommodation arrangements for the Director when necessary;
- Reviews appointment submissions, and other requests from Direct reports and staff to ensure basic relevant information is included before referring to the Director;
- Disseminates circulars/information to the Senior Officers of the Judiciary and the Heads of portfolio entities as relevant;

- Tracks the implementation of Division's Operational activities by collecting monthly Status Reports from Section Heads and compiling for the Director's attention.

Managerial/Administrative

- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook Programme to ensure co-ordination;
- Prepares Monthly Status Reports from Section Heads (Direct Reports) for submission to the Director;
- Works closely with staff in the other offices, to follow up on Appointment Letters or any other documents prepared by the Director for the Director, Court Administration's signature;
- Participates in the preparation of the Division's Annual Budget using Microsoft Excel or any other related software;
- Keeps the Director up-to-date on the status of Project Assignment, Consultants Contracts, and Annual Reports;
- Assists with the preparation of the Corporate and Operational Plan for the Division using Microsoft Excel and PowerPoint and other related software;
- Drafts responses to citizens and other customer complaints in respect to the services and operations of the Division as well as the CAD and its portfolio entities;
- Handles routine correspondence on behalf of the Director by retrieving and sending correspondence from Intranet and Internet;
- Liaises with the Judiciary officials to ensure co-ordination of administrative matters;
- Maintains the Director's diary (both electronically and written) recording appointments, meetings visit etc. on a day-to-day basis;
- Performs any other related duties delegated by the Director.

Required Knowledge, Skills and Competencies

Technical

- Excellent knowledge of Government of Jamaica Records Management Systems;
- Proficiency in MS Office software
- Ability to record and transcribe meeting minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose, and edit written materials
- Sound knowledge of web-based research techniques

Core

- Ability to communicate effectively, both orally and in writing
- Excellent planning, organizing and coordinating skills
- Ability to work on own initiative and with a team
- Good interpersonal and excellent customer relations skills
- Good problem solving and conflict management skills

Minimum Required Qualification and Experience

- Diploma in Administrative Management **or**; Office Administration with two (2) years experience in the administrative or related environment
- OR**
- Certificate in the Administrative Management Level 3 from MIND or a recognized institution with five (5) years experience at the administrative or related field

3. Senior Secretary (OPS/SS 3)

Job Summary

Under the supervision of the Chief Internal Auditor, the incumbent provides secretarial/administrative support services for the Division.

Key Responsibilities

- Takes, transcribes and types notes of meeting and produces Minutes;
- Types documents;

- Collates reports for the Monthly and Quarterly Meetings;
- Reviews work done by others to check for correct spelling and grammar, ensures that company format policies are followed, and recommends revisions;
- Creates and maintains Paper and Electronic Filing Systems for records, correspondence, and other documents;
- Locates and attaches appropriate files to incoming correspondence requiring replies;
- Opens, reads, routes, and distributes incoming mail and other material as directed by supervisor;
- Drafts response to routine letters;
- Maintains supervisor's Diary;
- Co-ordinates the preparation for the convening of meeting;
- Requests and manages the distribution of office stationary and supplies for the Division;
- Liaises with internal/external customers to provide (relevant) information as required;
- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals;
- Greets visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs;
- Assists in the preparation of reports;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Excellent knowledge of
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent customer services and interpersonal skills
- Good knowledge of office procedures and practices;
- Proficiency in relevant computer applications
- Ability to work in teams

Minimum Required Qualification and Experience

CXC or GCE "O" Level English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), 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

Graduate 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 application e.g. words processing, database and spreadsheets; English Language at CXC or GCE 'O' level; completion of the appropriate Office Professional Training at the Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

OR

Successful completion of the Certified Professional Secretary (CPS) Course; proficiency in typewriting at a speed of 50-55 words per minute; English Language at CXC or GCE 'O' level; completion of the appropriate Office Professional Training at the Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 3rd March, 2022 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5.**

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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal line extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**