



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 45
OSC Ref. C. 4858⁴¹

2nd 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 be assigned to the post of **Secretary 2 (OPS/SS 2) – (Not Vacant)** in the **Agricultural Land Management Division (Western Region), Ministry of Agriculture and Fisheries**, salary range \$781,231– 928,638 per annum and any allowance(s) attached to the post.

Job Purpose

Under general supervision, of the Regional Rural Planner (SOG/ST 8), the Secretary (OPS/SS 2) provides administrative and secretarial services to the Western Regional Planning Unit. Duties include the management of files, typing and presentation of documents, including Technical and Special Reports. The incumbent also performs a variety of clerical and accounting duties, including collection and safe-keeping of funds and payments for the Division.

Key Responsibilities

- Assembles, collates and types complex technical reports, maps, graphs, tables and other documents for presentation;
- Takes and reproduces shorthand, composes correspondence for the Regional Soil Surveyor and other staff members;
- Types and compiles training data and makes arrangements for training sessions and programmes;
- Establishes and maintains a Filing System for confidential and other files;
- Maintains records and files which facilitates easy retrieval of information;
- Provides routine information to clients and assists clients;
- Logs all subdivision documents received;
- Records and prepares reports and submits to Head Office;
- Produces Minutes of meetings;
- Manages the logistics for meetings/trainings/seminars;
- Addresses internal and external customers' queries;
- Answers telephone calls as directed.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Excellent customer relations skills
- Good problem solving and conflict management skills
- Integrity
- Excellent time management skills
- Good planning and organizing skills

Technical:

- Sound knowledge in Office Procedures and Secretarial skills
- Proficient in the use of relevant software applications

Minimum Required Education and Experience

- CXC or GCE O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.

- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15th February, 2022 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

E-mail: hrm@moa.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