



## Office of the Services Commissions

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### **CIRCULAR No. 122** **OSC Ref. C.6272<sup>16</sup>**

**25<sup>th</sup> March, 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 **Executive Secretary 2 (OPS/SS 5) – (Not Vacant)** in the **Central Administration (Permanent Secretary's Office), Office of the Prime Minister (OPM)**, salary range \$1,468,363 - \$1,745,422 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The Executive Secretary 2 provides administrative and secretarial services to support the effective and efficient operation of the Permanent Secretary's Office.

### **Key Responsibilities**

- Prepares draft letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Establishes and maintains a system for control and safe keeping of classified, secret and confidential documents and reports;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail);
- Researches issues and certain situations, compiles reports and presents findings, advice and recommendations on the matters under review;
- Assembles and disseminates information to internal and external personnel as requested;
- Organises meetings hosted by the Permanent Secretary;
- Prepares Agendas for meetings and organises relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Schedules appointments, meetings and conferences and ensures that the Permanent Secretary is updated before confirming meeting;
- Makes travel arrangements and provides itinerary for local and overseas business trips;
- Receives and makes telephone calls for the Permanent Secretary;
- Interviews visitors and callers to determine nature of their visits and or calls and refers visitors/callers to the relevant officer/location;
- Receives/hosts visitors to the Permanent Secretary;
- Establishes and maintains an effective filing system for the control and safekeeping of classified and confidential documents/information in accordance with established standard;
- Maintains adequate supply of stationery and other office supplies for the Permanent Secretary's Office;
- Assists in the preparation and collection of standard reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit;
- Performs other related duties that may be assigned from time to time.

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

- Integrity and confidentiality
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Excellent judgement and decision-making skills
- Ability to work on own initiative and under pressure
- Excellent knowledge of office practice and procedures
- Proficiency in the use of computers as well as computer applications especially Microsoft Office Suite (Word, Excel, PowerPoint)

### **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.

### **Special Conditions Associated with Job**

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Thursday, 7<sup>th</sup> April, 2022 to:**

**Senior Director  
Human Resource Development and Management  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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**