



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 102**

**OSC Ref. C.4858<sup>42</sup>**

**15<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 following posts in the **Ministry of Agriculture and Fisheries**:

1. **Executive Secretary 1 (OPS/SS 4)** in the **Veterinary Services Division**, during the period **May 2, 2022 to July 1, 2022**, salary range \$1,160,837- \$1,379,871 per annum and any allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) – (Not Vacant)**, in the **Facilities and Property Management Branch**, salary range \$781,231- \$928,638 per annum and any allowance(s) attached to the post.

### **1. Executive Secretary 1 (OPS/SS 4)**

#### **Job Purpose**

Under the direct supervision of the Director, Veterinary Services (HPC/VO 3), the Executive Secretary 1 (OPS/SS 4), is responsible for providing administrative/secretarial services to the Director, Veterinary Services and to lend support to the Veterinary Services Division's goals and objectives.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Assists with the supervision of the secretarial staff;
- Takes dictation in shorthand, transcribes and composes the document on the computer;
- Composes and reproduces letters, memoranda and reports from draft;
- Composes and types routine correspondence;
- Attends staff meetings to record Minutes and reproduce same for circulation;
- Receives, opens, sorts and distributes incoming and outgoing mail;
- Files correspondence and other materials and maintains a record of the movement of files;
- Ensures that official documents issued are prepared accurately and that the necessary signature, stamp, and dates are affixed;
- Faxes/makes photocopies of documents;
- Maintains Diary and schedules appointments and meetings;
- Maintains filing system and ensures that files are readily available for the Director;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Liaises with Divisional Directors/Heads of Departments and Agencies to follow-up on responses to directives/queries and submission of relevant information;
- Follows-up on requested information made by the Director, Veterinary Services;
- Prepares Reports for Submission to relevant Ministries/Departments;
- Responds to queries from Importers;
- Ensures that Import/Export Application Forms are accurately completed by the Importers;
- Prepares and dispatches Import Permits;
- Prepares and dispatches Health Certificates;
- Logs Custom Entries for signature and dispatch;
- Enters Customs Entry Invoices in Permit Entry Books;
- Distributes circulars;
- Directs telephone calls and messages;
- Performs any other related duties, which may be assigned from time to time.

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

### **Core:**

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent customer and quality focus skills
- Good problem solving and conflict management skills
- Integrity

### **Technical:**

- Sound knowledge of web-based research techniques
- Proficiency in shorthand at a speed of 100-120 w.p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Proficient in relevant Software Applications
- Records Management skills
- Training in Minute and Report Writing
- Knowledge of the operations of Government/Ministry's policies and procedures

## **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 five (5) years' general office experience;

### **OR**

- Graduation 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 five (5) 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

## **2. Secretary 2 (OPS/SS 2)**

### **Job Purpose**

Under the supervision of the Civil Works Engineer (SOG/ST 8), the Secretary 2 OPS/SS2), is responsible for providing secretarial services to ensure the effective and efficient operations of the Unit.

### **Key Responsibilities**

- Types letters, memoranda, bill of quantities, contracts and reports from draft notes;
- Transcribes and reproduces Minutes of meetings;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for Officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains an efficient Filing System;
- Gathers information and compiles reports;
- Monitors the Office Attendant;
- Provides training to work experience students;
- Undertakes research and distributes information to the relevant officers;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Performs any other related duties which may be assigned from time to time.

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

#### **Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good problem solving and conflict management skills
- Teamwork and co-operation
- Good planning and organizing skills
- Good time management skills

#### **Technical:**

- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Ministry's policies and procedures

### **Minimum Required Qualification 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.

Applications accompanied by résumés should be submitted **no later than Monday, 28<sup>th</sup> March, 2022 to:**

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

Email: [hrm@moa.gov.jm](mailto: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**