



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 152
OSC Ref. C. 6555¹³

12th April, 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** posts in the **Ministry of Industry, Investment and Commerce**:

1. **Administrative Assistant – (GMG/SEG 1) – Office of the Permanent Secretary**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Executive Secretary 1 (OPS/SS 4) – Investment Division**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

1. **Administrative Assistant – (GMG/SEG 1)**

Job Purpose

Under the direct supervision of the Permanent Secretary (GMG/EMG 1), the Administrative Assistant (GMG/SEG 1) has responsibility for organizing and administering a range of activities related to the Permanent Secretary's role as the Accounting Officer of the Ministry. The incumbent is responsible for providing administrative support to the Directorate, with a view to enhancing the efficiency and effectiveness of the Permanent Secretary's Office and the Ministry.

Key Responsibilities

Management/Administrative:

- Produces documents and reports and transcribes Minutes for circulation;
- Conducts research and collates documents for conferences and press briefings;
- Conducts extensive research to satisfy queries/questions on behalf of the Permanent Secretary;
- Responds to routine and other correspondence;
- Ensures the Permanent Secretary is kept abreast of relevant information on issues relating to the Ministry;
- Monitors matters that have been passed to Directors/Desks Officers for action;
- Represents the Permanent Secretary at meetings, seminars and conferences and records Minutes;
- Arranges meetings and logistics;
- Co-ordinates preparation for the Permanent Secretary's overseas travel;
- Ensures compliance within budgetary constraints;
- Maintains Diary and schedules appointments;
- Assists the Secretary in answering telephone calls, finding out problems, and providing the necessary information and guidance sought;
- Assists in the management of correspondence;
- Keeps records of all deadlines to be met and important matters to be dealt with, and interface with officers and Departments concerned;
- Assists the Secretary with the management of files;
- Receives, and screens visitors prior to audience with the Permanent Secretary;
- Accesses and sends e-mail via internet;
- Assembles and disseminates information to internal and external personnel as requested

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal and recommends and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit 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 development needs of staff in the Unit 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 Organization's goals.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good time management skills
- Good interpersonal skills
- Problem solving and decision making skills
- Methodical
- Teamwork and co-operation
- Initiative
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Human Resource Management and Administration
- Proficient in relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration, Public Sector Management, Business Administration or related field;
- Two (2) to three (3) years' related working experience.

2. Executive Secretary 1 (OPS/SS 4)

Job Purpose

Under the supervision of the Senior Director, Investment, the Executive Secretary 1 (OPS/SS 4), will provide secretarial service, communication linkage with other Departments and external Agencies for the Division.

Key Responsibilities

- Composes and reproduces letters, memoranda and reports from draft;
- Co-ordinates, arranges and attends meetings to record Minutes and reproduce same for circulation;
- Receives, opens, sorts and distributes incoming and outgoing mail;
- Makes contact with and relays information to Senior Director, and other members of staff in the Investment Division and external Agencies;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Makes the relevant contacts and refers to the appropriate persons in the absence of the Senior Director;
- Maintains an up-to-date record of correspondence and files;
- Makes photocopies and faxes documents;
- Maintains Diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer and quality focus skills
- Good problem solving and conflict management skills
- Good teamwork and cooperation skills
- Strong integrity and tact
- Good initiative
- Good planning and organizing
- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Knowledge of the 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.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27th April, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**