



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 136
OSC Ref. C.6655

6th 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** post of **Secretary (OPS/SS 2)** in the **Independent Commission of Investigations (INDECOM) (Headquarters)**, salary range \$781,231– \$928,638 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will provide secretarial support to the Commission.

Key Responsibilities

- Prepares accurately typed reports, letters and other correspondence from manuscript;
- Assists the Department with office management practices;
- Maintains an efficient filing system for correspondence and files;
- Provides general information to internal and external customers/clients;
- Deals promptly with routine correspondence;
- Screens telephone calls and visitors;
- Dispatches mail, sends fax and emails, scans and makes photocopies of documents;
- Maintains Case Management Log and Database;
- Takes dictation and produces Minutes and schedules appointments for meetings;
- Assists in monitoring supplies Inventory.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good customer service and interpersonal skills
- Good time management skills
- Proficiency in the use of the relevant computer applications
- Ability to work in teams

Minimum Required Education and Experience

- Diploma in Secretarial Studies;
- Certificate in Administrative Management, Level 2, MIND;
- Four (4) CXC/GCE subjects, including English Language.

Applications accompanied by résumés should be submitted **via email, no later than Thursday, 21st April, 2022 to:**

hrd@indecom.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