



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 203

OSC Ref. C.6272¹⁶

27th May, 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 **Executive Secretary 1 (OPS/SS 4)** in the **Prime Minister's Support Unit, Office of the Prime Minister (OPM)**, salary range \$1,160,837 – \$1,379,871 per annum and any allowance(s) attached to the post.

Job Purpose

Provides secretarial and administrative support to the Chief of Staff and the Prime Minister's Support Unit for the efficient operation of the Prime Minister's Support Unit.

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Reproduces Manuscripts and Briefs prepared by the Chief of Staff;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Researches issues and compiles reports on findings as requested;
- Gathers and disseminates information to internal and external personnel as requested;
- Determines the nature of enquiries/requests and refers persons/callers to the appropriate personnel;
- Organizes meetings hosted for the Chief of Staff and also for the Prime Minister's Support Unit;
- Prepares Agendas for meetings and organise relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Maintains schedules of routine and special appointments for the Chief of Staff advising of matters requiring prompt attention;
- Receives and makes telephone calls for the Chief of Staff;
- Receives/hosts visitors to the Chief of Staff;
- Establishes and maintains an effective filing system for the control and safe keeping of classified and confidential documents and reports and facilitates easy retrieval of documents/information;
- Maintains adequate supply of stationery and other office supplies for the Prime Minister's Support Unit;
- Assists in preparation and collection of standard reports;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Sound judgement, decision-making and problem solving skills
- Strong research and analytical skills
- Ability to work on own initiative and under pressure;
- Excellent note taking skills
- Knowledge of office practice and procedures
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint) and other computer applications.

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O' Levels (or equivalent) including English Language;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- 5 years general office experience.

OR

- Successful completion of the Certified Professional Secretary Course;
- English Language at CXC/GCE 'O' level;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- Training in the relevant software applications e.g. word processing, database and spreadsheet;
- 5 years general office experience.

OR

- Graduate from an accredited school of Secretarial Studies;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- Training in the relevant software applications e.g. word processing, database and spreadsheet;
- Five (5) years general office experience.

Special Conditions Associated with Job

- May be required to work beyond normal working hours.

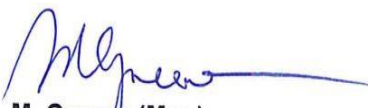
Applications accompanied by résumés should be submitted **no later than Thursday, 9th June, 2022 to:**

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

Email: 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.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**