



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 185**

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

13<sup>th</sup> 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 be assigned to the post of **Secretary 2 (OPS/SS 2) – (Not Vacant)** in the **Facilities and Property Management Branch, Ministry of Agriculture and Fisheries**, salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.

### **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
- Ability to work in a team
- 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 Friday, 27<sup>th</sup> May, 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**