



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 178
OSC Ref. C. 4858⁴²

6th 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/be assigned to the following posts in the **Research & Development Division (Bodles, Old Harbour, St. Catherine), Ministry of Agriculture and Fisheries:**

1. **Secretary 2 (OPS/SS 2) (2 posts Not Vacant)**, salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.
2. **Secretary 1 (OPS/SS 1) (Vacant)**, salary range \$665,483 - \$791,050 per annum and any allowance(s) attached to the post.

1. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Manager, Human Resource and Administration (GMG/SEG 1), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial services to ensure the effective and efficient operations of the Human Resource and Administration Office.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Transcribes and reproduces Minutes of meetings and conferences;
- 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 a Filing System;
- Researches and disseminates information to 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 planning and organizing skills
- Strong customer and quality focus skills
- Good problem solving and conflict management skills
- Good interpersonal and people management skills
- Excellent teamwork and cooperation skills

Technical:

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

Minimum Required Education 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.

2. Secretary 1 (OPS/SS 1)

Job Purpose

The Secretary 1 (OPS/SS 1) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Receives and directs all telephone calls to relevant officers;
- Disseminates information to internal/external customers;
- Screens and directs visitors to the appropriate officers;
- Monitors and requests files for relevant officers;
- Prepares and collates documents;
- Downloads e-mails and forwards to relevant officers;
- Ensures that documents and correspondence are photocopied;
- Received and forward fax as directed;
- Maintains an efficient Filing System;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good customer and quality focus skills
- Adaptability
- Integrity
- Compliance
- Initiative

Technical:

- Good secretarial skills
- Basic knowledge of Records Management (Filing)
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures

Minimum Required Education and Experience

- Graduated from a Secondary School with English Language at the CXC or GCE O' Level and typewriting at a speed of 30-35 w.p.m.

OR

- Successful completion of a course of study at an accredited Secretarial School with proficiency in typewriting at a speed of 30-35 w.p.m. and English Language at CXC/GCE O' Level.
- Knowledge of word processing software (basic level) would be an additional asset at this level.

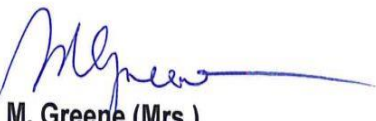
Applications accompanied by résumés should be submitted **no later than Thursday, 19th May, 2022 to:**

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

E-mail: 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.



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