



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 205
OSC Ref. C. 4858⁴²

30th 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 **Secretary (OPS/SS 2)** in the **Technical Services Directorate (Special Projects), 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 Technical Coordinator (GMG/SEG 2), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

- Types forms, letters, reports, memoranda, Minutes and other correspondents;
- 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;
- Ensures that documents and correspondence are photocopied;
- Receives and forwards fax as directed;
- Maintains an efficient filing system;
- Records letters, memoranda, Minutes and reports in shorthand and reproduces material in typewritten form;
- 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 relations skills
- Adaptability
- Integrity
- Compliance
- Excellent use of initiative
- Confidentiality

Technical:

- Excellent secretarial skills
- Good knowledge of Records Management
- 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

- 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.

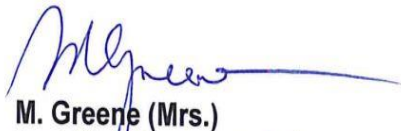
Applications accompanied by résumés should be submitted ***via email, no later than Friday, 10th June, 2022 to:***

**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)**