



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 228

OSC Ref. C.4664¹⁵

8th June, 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 **Accountant General's Department**, salary range \$1,160,837 – \$1,379,871 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Deputy Accountant General, Financial Operations, the Executive Secretary is responsible for providing high-level administrative support to the Deputy Accountant General and the Division, by conducting research, preparing reports, handling information requests, and preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To conduct research, prepare reports, and fulfill information requests;
- To perform administrative functions including scheduling of meetings and appointments;
- To co-ordinate the maintenance of stationery supplies and office equipment;
- To co-ordinate reports from the reporting Units.

Key Responsibilities

Technical:

- Reads and analyses incoming memoranda, submissions and reports in order to determine their significance and plans their distribution;
- Opens, sorts, and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers, and takes and relays messages;
- Receives, greets and directs visitors;
- Prepares responses to correspondence containing routine inquiries;
- Arranges for the dispatch of outgoing mail;
- Orders and manages office supplies for the office of the Deputy Accountant General, and the Division, and maintains all associated records;
- Responds to requests, inquiries and complaints from staff, other Departments, organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database, and/or presentation software;
- Maintains Records Management Systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, reports and other records;
- Liaises with the Executive Secretary to the Accountant General, and manages and maintains the Deputy Accountant General's schedule;
- Prepares Agendas and makes arrangements for Committee, and other meetings attended by the Deputy Accountant General;
- Assists in the organization of events and activities by scheduling rooms, issuing information, and co-ordinating speakers/participants;
- Makes travel and accommodation arrangements for the Deputy Accountant General;
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring divisional reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Deputy Accountant General's Office, the AG's Office, and the various Divisions;
- Attends meetings in order to record Minutes;
- Compiles, transcribes and distributes Minutes of meetings;

- Assists with the preparation of the Division's Annual Budget and Strategic Plan;
- Sets up and oversees administrative policies and procedures for the Office of the Deputy Accountant General and the Division;
- Assists in the smooth and efficient operation of the Division through the management of daily administrative operations;
- Reviews administrative operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Establishes and maintains internal control processes;
- Deputizes for the Executive Secretary for the Accountant General in their absence;
- Provides administrative support to AGD's Committee Meetings;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Problem solving and analytical skills
- Customer focus
- Results focus
- Integrity

Technical

- Planning and organizing skills
- Records Management skills
- Business Writing
- Knowledge of Legislation, Policies and Procedures

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 Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21st June, 2022 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**