



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 266**

**OSC Ref. C. 6555<sup>13</sup>**

**24<sup>th</sup> 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 be assigned to the post of **Executive Secretary 1 (OPS/SS 4) (Not Vacant)** during the period **July 4, 2022 to September 30, 2022** in the **Office of the Minister of State, Ministry of Industry, Investment and Commerce**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Hon. Minister the Executive Secretary 1 is responsible for providing secretarial support in the conduct of carrying out the functions and duties efficiently of the Executive Management Unit.

### **Key Responsibilities**

- Composes and reproduces letters, memoranda and reports;
- Organizes and manages the Hon. Minister's schedule and updates his activities and appointments;
- Co-ordinates and arranges meetings;
- Prepares meeting correspondence and ensures appropriate circulation;
- Takes dictation and Minutes at meetings;
- Maintains an up-to-date record of correspondence and files;
- Establishes and maintains a system for the control of Confidential Files;
- Maintains an up-to-date record of activities and brief the Hon. Minister as necessary;
- Screens telephone calls and visitors to the Hon. Minister and directs to the appropriate officer;
- Makes contact with and relay information to Hon. Minister and other members of staff in the Hon. Minister's Office and external Agencies;
- Makes the relevant contacts and refers to the appropriate person in the absence of the Hon. Minister;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Good interpersonal skills
- Good typing and shorthand skills
- Proficiency in the use of the relevant software applications e.g. Word Processing, Database and Spreadsheet
- Good oral and written communication skills
- Integrity and confidentiality
- Teamwork and co-operation
- Customer focus

### **Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;

**OR**

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of

the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Thursday, 30<sup>th</sup> June, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment & Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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**