



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

Website: www.osc.gov.jm

CIRCULAR No. 231

OSC Ref. C. 4858⁴²

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 be assigned to the post of **Secretary 1 (OPS/SS 1) - (Not Vacant)** for the period **August 3, 2022 to October 26, 2022** in the **Research and Development (Orange River Research Station, St. Mary), Ministry of Agriculture and Fisheries**, salary range \$665,483 – 791,050 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Senior Research Director (SOG/ST 8), the Secretary 1 (OPS/SS 1) is responsible for providing secretarial services to ensure the effective and efficient operations of the Station.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Registers all incoming and outgoing mails;
- Receives and transmits telephone calls and messages;
- Maintains an efficient Filing System;
- Assists with the procurement of goods and services;
- Downloads e-mails and disseminates them to respective persons/areas;
- 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
- Teamwork and co-operation

Technical:

- Knowledge of filing processes
- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of office administration
- Proficiency in the relevant software applications

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 Tuesday, 21st 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.



Merle I. Tam (Mrs.)
for Chief Personnel Officer