



## Office of the Services Commissions

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### **CIRCULAR No. 267** **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 **Senior Secretary (OPS/SS 3) (Not Vacant)** in the **Food Storage and Infestation Division, Ministry of Industry, Investment and Commerce**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Deputy Food Storage Officer (SOG/ST 8), the Senior Secretary (OPS/SS 3), provides secretarial and administrative support for the smooth operation of the Division.

### **Key Responsibilities**

- Reproduces correspondence, Minutes, reports and other documents;
- Prepares scientific and technical reports;
- Prepares and signs routine correspondence on behalf of the Deputy Food Storage Officer;
- Arranges meetings for the Deputy Food Storage Officer;
- Prepares relevant documents for meetings, workshops, conferences and other such events;
- Processes correspondence;
- Records Minutes of meetings, transcribes and composes document on the computer;
- Receives, opens, sorts and distributes incoming mail;
- Answers the telephones, relays messages, screens requests for information and refers non-routine calls to the appropriate members of staff;
- Schedules appointments and maintains the Deputy Food Storage Officer's Diary;
- Sends and receives fax messages as required;
- Maintains the Office's Filing System;
- Ensures that confidential files are maintained and properly secured;
- Provides information from files and records;
- Maintains a record of the movement of files;
- Maintains stationery supplies;
- Ensures working area is kept neat and tidy and conducive for work;
- Assists in researching and compilation of technical information as required for various meetings, scientific/technical documents/reports.

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

- Good customer relations skills
- Good oral and written communication skills
- Excellent interpersonal skills
- Excellent time management
- Good planning and organizing skills
- Strong integrity
- Initiative
- Good problem-solving and decision-making skills
- Proficient in the relevant computer applications
- Sound knowledge of web-based research techniques
- Good knowledge of the operations' of Government/Ministry's policies and procedures

### **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 four to five (4-5) years' general office experience;

**OR**

- Graduated 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 four to five (4-5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) 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 Wednesday, 6<sup>th</sup> July, 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**