



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 230**

**OSC Ref. C. 6272<sup>16</sup>**

**8<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 the following post of **Senior Secretary (OPS/SS 3) (Not Vacant)** in the **Human Resource Development and Management Division, Office of the Prime Minister**, salary range \$1,007,823 – \$1,197,984 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Provides secretarial and administrative services to support the Director, Human Resource Management and any other service which may be required for the efficient operations of the Human Resource Development and Management (HRDM) Division.

### **Key Responsibilities**

#### **Processing correspondence/documents/information**

- Responds to routine and other correspondence as directed;
- Reproduces manuscripts and briefs prepared by or as directed by the Director, HRM;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence and distributes them in accordance with established guidelines;
- Assembles and disseminates information to internal and external personnel as requested;
- Maintains a record of the movement of files/correspondence within the Unit.

#### **Meetings and Functions**

- Organises meetings hosted by the Director, HRM and any others as directed;
- Prepares Agendas for meetings and organises relevant materials and documents;
- Records and reproduces Minutes of meetings and circulates same to relevant stakeholders in accordance with established guidelines.

#### **Schedules and Appointments**

- Maintains schedules of meetings and special appointments for the Director Human Resource Management, advising of matters requiring prompt attention;
- Makes travel arrangements and prepares itinerary for local and overseas business trips;
- Receives and makes telephone calls for the Senior Director Human Resource Development Management and also as required for the general operations of the Unit;
- Receives/hosts visitors to the Senior Director, Human Resource Development Management.

#### **Filing**

- Establishes and maintains a system for the control of confidential files that allows for security, and speedy retrieval of documents/information in accordance with established standards.

#### **Research**

- Conducts research as directed by the Senior Director Human Resource Development Management, documents findings and prepares report for the Senior Director Human Resource Development Management.

#### **Other**

- Maintains adequate supply of stationery and other office supplies for the Unit;
- Undertakes assignments specific to the Unit;
- Assists in preparation and collection of standard reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit;
- Performs other related duties that may from time to time be assigned.

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

- Confidentiality and Integrity
- Good oral and written communication skills (excellent command of the English Language)
- Good research skills and analytical skills
- Good interpersonal and customer service skills
- Excellent time management, planning and organizing skills
- Excellent note taking, typing and shorthand skills
- Sound judgement, decision making and problem-solving skills
- Knowledge of office practice and procedures
- Knowledge of the Ministry's functions, policies and procedures
- Proficient in the use of computers applications and software especially Microsoft Office Suite (Word, Excel, PowerPoint)

### **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 Tuesday, 21<sup>st</sup> June, 2022 to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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**