



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 276 **OSC Ref. C. 4858⁴²**

1st July, 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 Senior Secretary (OPS/SS 3) in the Finance and Accounts Division, Ministry of Agriculture and Fisheries**, 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 Director, Account Payables and Payroll (FMG/PA 4), the Senior Secretary 3 (OPS/SS 3) is responsible for professional Secretarial services to support the operations of the Division.

Key Responsibilities

Technical/Professional:

- Reproduces various documents from drafts prepared by the Director using a personal computer;
- Maintains Filing System and ensures that files are readily available upon request by Director;
- Prepares, records and dispatch outgoing mails;
- Ensures that incoming mails are sorted, recorded and dispatched to relevant officers;
- Receives and makes telephone calls, directs incoming calls to relevant officers or takes and delivers messages;
- Receives/hosts and directs visitors to Officers;
- Makes photocopies of documents and faxes as requested by Director;
- Copies/scans and sorts Payables and Payroll documents and circulars into Units for general distribution;
- Prepares and updates Minute Sheets for all transaction files;
- Maintains e-mail accounts for the Division by monitoring, collecting and delivering messages;
- Monitors documents submitted electronically; prints/brings to the attention of the Director for appropriate action to be taken;
- Types Individual and Unit Work Plans from drafts;
- Records and generates Minutes of meeting;
- Schedules and arrange meetings;
- Assists in preparing standard weekly/monthly/quarterly reports for submission to Principal Finance Officer and Ministry of Finance and the Public Service;
- Performs any other related duties that may be assigned from time to time by Director, Payables and Payroll or Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer and quality focus skills
- Good time management skills
- Good problem-solving and conflict management skills

Technical:

- Proficiency in relevant Software 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 Thursday, 14th July, 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**