



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 274
OSC Ref. C. 6555¹³

30th 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 fill the following **vacant** posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Secretary (OPS/SS 3) Office of the Government Trustee (Two (2) Year Backlog Project)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.
2. **Groundsman (LMO/TS 1) - Kingston - Department of Co-operatives and Friendly Societies**, salary range \$9,781-11,067 per week and any allowance(s) attached to the post.

1. **Senior Secretary (OPS/SS3)**

Job Purpose

The incumbent is responsible for providing administrative support and secretarial services to the Backlog Project.

Key Responsibilities

- Stamps and logs all correspondence received in the Department for the Backlog Unit;
- Logs and dispatches all correspondence leaving the Department for the Backlog Unit;
- Screens visitors and telephone calls for the Backlog Unit;
- Co-ordinates activities for meetings, transcribes and prepares Minutes of meetings for the Backlog Unit;
- Receives and passes on to the correspondence to relevant persons of the Backlog Unit;
- Prepares memoranda, letters, Minutes and other correspondence and transmits to the relevant officers as soon as they are available for the Backlog Unit;
- Arranges meetings for the Deputy Trustee and Backlog Attorneys;
- Maintains the diaries of the Backlog Attorneys;
- Liaises with Heads of Section and personnel to facilitate administrative support for the Backlog Unit;
- Assists in compiling and reviewing monthly and Annual Reports for the Backlog Unit;
- Researches and provides information to the Deputy Trustee in the preparation of reports for the Backlog Unit;
- Follows up on directives given and request made by the Deputy Trustee and the other Backlog Attorneys;
- Establishes and maintains an appropriate Filing System of the recording and easy retrieval of information for the Backlog Unit;
- Ensures the Backlog Attorney's offices are furnished with stationery;
- Manages urgent correspondence, faxes and emails in the absence of a head of unit and all Attorneys;
- Performs other related functions assigned from time to time by the Deputy Government Trustee or Backlog Attorney-at-Law.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team skills
- Excellent oral and written communication skills
- Excellent time management and organisational skills
- Strong knowledge of Human Resource practices, policies and procedures
- Working knowledge of relevant computer systems and application
- Ability to use initiative

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.

2. Groundsman (LMO/TS 1)

Job Purpose

Under the direct supervision of the Human Resource & Administration Manager (GMG/SEG 1), the Groundsman is responsible for the overall maintenance of the grounds of the Department and sees to the cleaning of windows internally and externally. He will also be required to perform other duties of handyman that may be necessary.

Key Responsibilities

- Cleans and maintains glass doors and windows;
- Relocates office furniture under the directive of the HR Manager;
- Cleans vehicles (internally and externally);
- Ensures the proper upkeep and maintenance of the Department's grounds;
- Maintains and landscapes lawn;
- Maintains and trims plants.

Required Knowledge, Skills and Competencies

- Good time management skills
- Strong customer relation skills
- Good oral communication skills
- Ability to work with minimum supervision
- Ability to use initiative
- Good team work and cooperation
- Excellent gardening skills
- Knowledge of landscaping
- Basic mechanical skills

Minimum Required Qualification and Experience

- At least 1-2 years' experience in a similar capacity;
- Completed Grade 9 Level Education.

Applications accompanied by résumés should be submitted **no later than Wednesday, 13th July, 2022 to:**

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

Email: 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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