

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 364

OSC Ref. C. 4858⁴³

31st August, 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 **Executive Office, Ministry of Agriculture and Fisheries**:

1. **Senior Administrative Support Officer (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Administrative Support Officer (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Senior Secretary (OPS/SS 3)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

1. Senior Administrative Support Officer (GMG/SEG 2)

Job Purpose

Under the direction of the Permanent Secretary (GMG/EMG 1), the Senior Administrative Support Officer (GMG/SEG 2), is responsible for providing high level administrative support in managing and co-ordinating all the administrative functions of the Honourable Minister and Permanent Secretary's Office, to ensure their smooth efficient and effective operations. The incumbent also facilitates the efficient flow of information between the Executive Office and the internal and external stakeholders.

Key Responsibilities

Management/Administrative:

- Formulates Operational and Work Plans for the Administrative support staff of the Executive Office;
- Ensures that all performance reports are prepared and reviewed for the attention of the Manager, Technical Programmes/Permanent Secretary;
- Prepares the Annual Budget for the Executive Office to ensure preparation in accordance with relevant Acts, guidelines and requirements of the Ministry of Finance and Public Service;
- Processes all correspondence submitted for the attention of the Permanent Secretary's Office and ensures timely action;
- Guides the development, implementation and maintenance of appropriate communication, information management and Records Management Systems that facilitates timely and accessible information to and from the Permanent Secretary's Office;
- Ensures that all administrative matters for the Executive Office are administered effectively and makes recommendations for improvements as required;
- Prioritizes conflicting needs ensuring that they are handled expeditiously and are followed through to successful completion.

Technical/Professional:

- Monitors and co-ordinates all administrative functions of the Executive Office to ensure that objectives are met and when there are deviations recommends that corrective actions be taken;
- Manages the Permanent Secretary's Appointment Diary including scheduling appointments and liaising with internal and external personnel;
- Ensures that the Permanent Secretary is kept abreast of relevant information on issues relating to the Ministry and its Agencies;
- Provides strategic advice, briefings and support to the Permanent Secretary and the Honourable Minister;
- Provides effective support and consultation to the portfolio Agencies and ensures that their submissions and requirements of the Ministry are handled in a timely manner;
- Serves as liaison between the Agencies under the purview of the Ministry and the Office of the Permanent Secretary to ensure timely responses to queries directed to the Ministry;
- Liaises with various Ministries, Departments and Agencies (MDAs) to elicit advice/feedback on matters affecting the Ministry of Agriculture and Fisheries;

- Attends high level meetings and records Minutes for transcription, prepares actions items, and ensures follow-through;
- Gathers critical information from meetings and other interaction with various stakeholders and produces reports;
- Ensures that available information is analysed in a co-ordinated manner and utilized for decision-making at different levels;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed;
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary;
- Manages overseas travel arrangements;
- Assists with examining and quality assuring annual reports and other statutory reports for the Ministry and its Agencies;
- Researches, prepares and submits reports, and meeting agendas as required;
- Responds to queries by analysing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to MDAs for comments, reports and Briefs for the attention of the Permanent Secretary and Honourable Minister;
- Assists in examining and quality assuring documents prepared by MDAs for the signature of the Permanent Secretary;
- Co-ordinates and collaborates with managers and staff in the Ministry on projects and assignments, to ensure timely responses;
- Liaises with MDAs regional and other international bodies/institutions to facilitate follow-up and ensure the timely and informed implementation of decisions;
- Works closely with the Director, Communications and Public Relations to facilitate the design and implementation of strategies that cultivate relationships with the media, engage the target audiences and boost the Ministry's brand awareness;
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance;
- Participates in the recruitment of staff and recommends transfer, promotion and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff are clearly identified and addressed;
- Conducts Performance Evaluation Meetings and interviews and prepares Staff Appraisal Reports in keeping with the Performance Management Appraisal System (PMAS);
- Allocates, schedules work and provides guidance when required;
- Performs any other related duties that may be assigned from time to time by the Permanent Secretary

Required Knowledge, Skills and Competencies

Core:

- Excellent oral, written, presentation and communication skills
- Excellent leadership and management skills
- Excellent customer service and customer relations skills
- Highly developed decision-making interpersonal and influencing skills
- Highly developed change management skills
- Strong problem-solving, time management and conflict management skills
- Ability to lead and work with teams
- Ability to think creatively and act independently
- Ability to observe and maintain confidentiality in the performance of duties
- Demonstrated ability to build partnerships, establish and maintain effective working relationships with a wide cross section of professionals and Organizations
- Ability to think and act strategically across a wide range of functions
- Ability to multitask, work under pressure and meet tight deadlines

Technical:

- Good knowledge of the operations of Government/Ministry's policies and procedures
- Demonstrated emotional intelligence
- Knowledge of protocol and etiquette
- Sound knowledge of relevant computer applications and technologies
- Good knowledge of research techniques, methodologies and data analysis
- Ability to interface with Senior Government officials both locally and internationally

- Basic knowledge of Government policy and planning processes

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or related area;
- Training in Policy Development would be an asset;
- Four (4) years' experience in a managerial position in the Public or Private Sector, in an organization of similar size and complexity.

Special Conditions Associated with the Job

- Required to travel to functions and events island wide;
- May be required to work for extended hours to finalize assignments;
- Required to work on 24-hour call;
- Must possess a reliable motor vehicle and be the holder of a valid Driver's Licence.

2. Administrative Support Officer (GMG/SEG 1)

Job Purpose

Under the direction of the Senior Technical Co-ordinator (GMG/SEG 3), the Administrative Support Officer (GMG/SEG 1), is responsible for providing technical and administrative support to the desk of the Senior Technical Co-ordinator and for the enabling of an efficient and effective operations of the office of the Permanent Secretary. The incumbent also assists in the preparation of Reports, Briefs, Cabinet Submissions and other documents and facilitates the efficient flow of information between the Executive Office and the internal and external clients and stakeholders.

Key Responsibilities

Management/Administrative:

- Assists with the monitoring of plans and programmes associated with the Permanent Secretary/Hon. Minister's Offices to ensure that objectives are met;
- Assists with monitoring the development of the Ministry's Annual Budget to ensure preparation in accordance with relevant Acts, guidelines and requirements of the Ministry of Finance and the Public Service;
- Assists in the formulation and preparation of Operational and Work Plans for the Permanent Secretary's Office;
- Prepares Performance Reports for the attention of the Senior Technical Co-ordinator /Permanent Secretary;
- Assists with processing matters relating to local, regional and international issues submitted for the attention of the Permanent Secretary's Office and ensures accurate and timely action;
- Assists with the development, implementation and maintenance of appropriate communication, information management and Records Management Systems that facilitates timely and accessible information to and from the Permanent Secretary's Office;
- Assists with ensuring the smooth operations of the Executive Office in the absence of the Permanent Secretary.

Technical/Professional:

- Assists in enhancing the Office of the Permanent Secretary's capacities in accessing opportunities in food security, agriculture, rural development, climate change and natural resource management;
- Assists with development, implementation and monitoring of memoranda of understanding and strategic partnerships;
- Assists with contributing to the planning and development of quality proposals in line with Donor Agencies' requirements;
- Assists with establishing and maintaining appropriate co-ordination mechanisms to ensure inclusion of key partners at national and sub-national levels; organize meetings as required;
- Assists with providing effective support and consultation to the portfolio Agencies and ensures that their submissions and requirements of the Ministry are handled in a timely manner;
- Serves as liaison between the Agencies under the purview of the Ministry and the Office of the Permanent Secretary to ensure timely responses to queries directed to the Ministry;
- Assists with monitoring critical strategic outcomes of the Agencies and provide regular updates to the Manager, Technical Programmes;
- Liaises with various Ministries, Departments and Agencies (MDAs) to elicit advice/feedback on matters affecting the MoAF;

- Gathers critical information from meetings and other interaction with various stakeholders and produces reports;
- Ensures that available information is analysed in a co-ordinated manner and utilized for decision-making at different levels;
- Assists with the preparation of responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed;
- Assists with examining and quality assuring annual reports and other statutory reports for the Ministry and its Agencies;
- Assists with researching and preparing technical position papers, reports, briefs, meeting agendas as required;
- Responds to queries by analyzing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to MDAs for comments, reports and briefs for the attention of the Permanent Secretary and Honourable Minister;
- Examines and quality assures documents prepared by MDAs for the signature of the Honourable Minister;
- Co-ordinates and collaborates with managers and staff in the Ministry on projects and assignments, to ensure timely responses;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensure the timely and informed implementation of decisions;
- Works closely with the Director, Communications and Public Relations to facilitate the design and implementation of strategies that cultivate relationships with the media, engage the target audiences and boost the Ministry's brand awareness;
- Assists with preparing speeches and speaking notes, as requested, for the Permanent Secretary;
- Assists in the development of Presentations and Statements to Cabinet and Parliament for the Minister as requested by the Permanent Secretary;
- Assists with reviewing procurement requisitions and supporting documents for the signature of the Permanent Secretary;
- Performs any other related duties which may be assigned from time to time by the Manager, Technical Programmes/Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Good oral, written communication and presentation skills
- Excellent customer and quality focus skills
- Good analytical thinking skills
- Ability to display initiative
- Good problem-solving and decision-making skills
- Excellent interpersonal skills
- Excellent teamwork and co-operation skills
- Ability to observe and maintain confidentiality in the performance of duties
- Demonstrated ability to build partnerships, establish and maintain effective working relationships with a wide cross section of professionals and organizations
- Ability to multitask, work under pressure and meet tight deadlines

Technical

- Proficient in the use of relevant computer applications and technologies
- Good knowledge of research techniques, methodologies and data analysis
- Good knowledge of the operations of Government/Ministry policies, procedures and guidelines
- Knowledge of protocol and etiquette
- Ability to interface with senior government officials both locally and internationally

Minimum Required Qualification and Experience

- Bachelors' Degree in Management Studies, Public Sector Management/Public Administration or related area;
- Training in Policy Development would be an asset;
- Three (3) years' related work experience.

Special Conditions Associated with the Job

- Required to travel to functions and events island-wide;
- May be required to work for extended hours to finalize assignments.

3. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Senior Technical Coordinator (GMG/SEG 3), the Senior Secretary (OPS/SS 3) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Division.

Key Responsibilities

Management/Administrative:

- Manages all incoming and outgoing correspondence to the Unit;
- Takes dictation and reproduces letters, memoranda, Cabinet Notes/Submissions, certificates, Gazette Notices and reports from draft;
- Attends meetings to record Minutes and reproduce same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files
- Conducts research, and gleans, collates and provides documents/information to relevant persons;
- Provides support for the planning of events under the purview of the Unit;
- Institutes and manages follow-up mechanisms to ensure follow-through on action items and efficiency of the Unit;
- Makes photocopies/faxes documents;
- Maintains diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses, sends and manages e-mails on behalf of the Unit;
- Directs telephone calls and messages to relevant persons;
- Assembles and disseminates information to internal and external personnel as requested.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer relations and quality focus skills
- Good problem-solving and conflict management skills
- Excellent planning and organizing skills
- Excellent teamwork and co-operation skills

Technical:

- Proficiency in shorthand at a speed of 100-120 w.p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Proficient in relevant Software Applications
- Sound knowledge of Web-based research techniques
- 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.

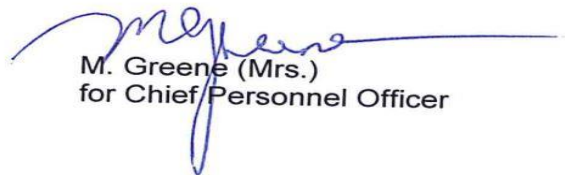
Applications accompanied by résumés should be submitted **no later than Tuesday, 13th September, 2022 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer