



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 361

OSC Ref. C.4857¹⁷

26th 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 **vacant** post of **Senior Secretary (OPS/SS 3)**, in the **Ministry of Transport and Mining**, 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, Financial Accounts the incumbent will be responsible for providing administrative support to the Director in order to ensure that the operations of the Office are effective and efficient in relation to communications and work assignment between the Director, Financial Accounts and his/her direct reports.

Key Responsibilities

- Liaises with Senior Heads of Sections and personnel outside of the Unit to facilitate administrative support;
- Establishes, supervises and maintains an appropriate filing system for the recoding and easy retrieval of information;
- Oversees the logs of all mails/files that comes directly to the Director, Financial Accounts;
- Maintains a database for tracking submissions and decisions made to the Ministry of Finance and the Public Service;
- Oversees and maintains the “third copy” files for correspondence sent out by the Director, Financial Accounts;
- Types reports, correspondences, memos, forms, agendas etc. proof reads documents for accuracy, completeness, and conformity with established formats;
- Co-ordinates activities for a variety of meetings; attends meetings and prepares Minutes;
- Ensures that all documents and papers prepared by relevant officers for the Director's Meetings;
- Screens visitors and phone calls intended for the Director, Financial Accounts and refer them to the appropriate personnel in the event of his/her absence or unavailability;
- Reviews on the directives given and requests made by the Principal Finance Officer;
- Compiles, stores and retrieves management data;
- Researches and provides information to the Director, Financial Accounts in the preparation of reports;
- Aids in the preparation of the Annual Budget and weekly cash flow of the Unit's expenditure;
- Monitors the financial performance of the Unit using the electronic performance monitoring system, and provides regular updates to the Director, Financial Accounts;
- Requests and maintains an adequate supply of office stationery;
- Ensures that Telephone Bills are reconciled and payments are made in respect of toll calls;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Makes arrangements for local and overseas travel;
- Takes dictation and reproduces confidential and other correspondence;
- Deals with urgent correspondences, faxes and emails in the absence of a Unit official;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook Programme;
- Assists in the preparation of Corporate and Operational Plans for the Unit;
- Attends administrative meetings on the instructions of the Director, Financial Accounts;
- Arranges for printing, photocopying, binding, and dispatch of documents produced;
- Maintains an effective general filing system;
- Maintains an effective mailing system;

- Prepares resource material and packages for participation in seminars, workshops and retreats;
- Maintains the Director's Diary recording appointments, meetings conferences, visits on a daily basis. Confirms, cancels and re-schedules appointments on the Director's behalf;
- Takes Action Minutes at meetings where directed to do so and circulate them as required.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge of computer applications- Microsoft Word, Excel, PowerPoint, Publisher and Access
- Excellent knowledge of Government operations and protocol
- Excellent typing skills
- Ability to manage workloads and prioritize amongst conflicting demands
- Good Records Management skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose, and edit written material

Core:

- Ability to communicate effectively, both orally and in writing
- Excellent time management skills
- Excellent interpersonal skills
- Ability to work under pressure and meet deadlines
- Consistently approaches work with energy and a positive constructive attitude
- Excellent customer and quality focus skills
- Ethics and Integrity

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.

Special Conditions Associated with the Job

- Long hours in the use of computers, copy and fax machines and other office equipment.

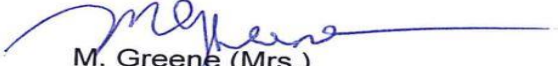
Applications accompanied by résumés should be submitted **no later than Thursday, 8th September, 2022 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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