



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 384 **OSC Ref. C. 4858⁴³**

8th September, 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 **Veterinary Services Division, Ministry of Agriculture and Fisheries**:

1. **Data Entry Officer (MIS/IT 2)**, salary range \$968,402 - \$1,151,126 per annum and any allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) – 3 posts**, salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.

1. Data Entry Officer (MIS/IT 2)

Job Purpose

Under the general supervision of the Senior Veterinary Officer (HPC/VO 2 – Veterinary Epidemiology), the Data Entry Officer MIS/IT 2 is responsible for providing clerical and administrative support to ensure the Division's objectives are met.

Key Responsibilities

- Plans, designs, implement physical data definitions, perform data conversions and loading and testing of databases;
- Maintains and updates databases;
- Prepares and records relevant reports;
- Types, records and stores documents;
- Compiles and distributes reports on the importation and exportation of animals, products and by-products of animal origin;
- Distributes report to relevant individuals;
- Assists in compiling and typing the quarterly Operational/Strategic Plan and the Budget;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Able to work on own initiative
- Good customer and quality focus skills
- Integrity
- Good interpersonal skills
- Good teamwork and co-operation skills
- Good time management skills

Technical:

- Good knowledge of computerized and non-computerized recording techniques
- Good working knowledge of database design and management
- Good working knowledge information generation and information system management techniques
- Proficient in the use of relevant computer applications
- Good knowledge of the GOJ/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Four (4) passes in CXC / GCE 'O' level including English Language and Mathematics;
- Training in Office Application Products;
- One (1) year experience in data entry and use of Office Application products.

Special Conditions Associated with the Job

- Long hours at the computer terminal - which may result in eye problems and carpal tunnel syndrome.

2. Secretary 2 (OPS/SS 2) – 3 posts

Job Purpose

Under the supervision of the Veterinary Specialist (HPC/VO 2), the (OPS/SS 2) - Secretary 2 is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Takes dictation in shorthand, transcribes and composes documents on the computer;
- Reproduces letters, memoranda and reports;
- Opens, sorts and distributes incoming correspondence;
- Dispatches outgoing mails;
- Maintains Diary and schedules appointments;
- Provides information to members of staff and visitors as requested;
- Screens and refers calls/visitors to relevant officers;
- Receives and records Sub-Divisions Applications and directs them to appropriate Officers;
- Maintains an up-to-date Filing System.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Report Writing skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Proficiency in typewriting at a speed of 40-45 w.p.m.
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

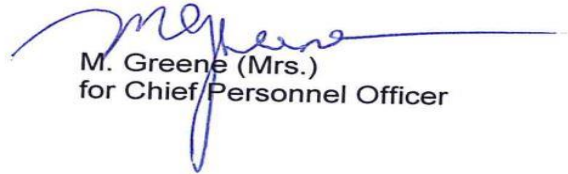
Applications accompanied by résumés should be submitted **no later than Wednesday, 21st September, 2022 to:**

**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