



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 413 **OSC Ref. C. 6528¹²**

29th 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 be assigned to the following posts in **Ministry of Science, Energy and Technology**:

1. **Human Resource Officer (Retirement, Pensions etc.) (GMG/AM 4) (Not Vacant) - Human Resource Management and Administration Branch**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
2. **Executive Secretary 1 (OPS/SS 4) (Not Vacant)** for the period **November 1, 2022 to January 9, 2023 - Policy Planning, Development and Evaluation Division**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

1. Human Resource Officer (Retirement, Pensions etc.) (GMG/AM 4)

Job Purpose

To provide support within the Human Resource Branch, with particular emphasis on maintaining pension/retirement related records, pension matters, Employee Benefit programmes and assists with other administrative duties.

Key Responsibilities

Administrative/Managerial:

- Ensures that pensions/retirement documents are kept up-to-date, certified and are easily retrievable;
- Advises on the interpretation of employment legislation and conditions of service;
- Provides administrative support in respect of all HR matters;
- Keeps staff abreast of Human Resource policies and regulations and apply accordingly.

Technical:

- Prepares Retirement Schedule and ensures that it captures all prospective retirees;
- Ensures that Period of Service Records are prepared correctly and are readily available for submission to Pensions Branch;
- Ensures all Leave Records are up-to-date to facilitate final preparation of Vacation Leave Computation for submission to Pensions Branch;
- Assists in co-ordinating and preparing submissions to the Management Committee Meetings;
- Liaises with external Government entities about conditions of service for staff;
- Seeks approval from respective entity regarding retirement;
- Advises staff on routine/simple pension matters while referring more complex issues to Ministry of Finance and the Public Service;
- Prepares and submits documents for the processing of retirement benefits to the Administration, Ministry of Finance and the Public Service;
- Prepares schedules for Long Service Award;
- Prepares documents for submission to the Strategic Human Resource Management Division on matters relating to pre-retirement leave and the linking of service.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Good problem-solving and decision-making
- Ability to use own initiative
- Good planning and organizing skills
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of the Pensions Act and Regulations
- Knowledge of Human Resource Management techniques and practices
- Good knowledge of Public Service Regulation and Staff Orders
- Ability to exercise sound judgement and convictions of purpose
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Management, Management studies or Public Administration and three (3) years' experience in related area in an Organization of similar size and complexity.

Special Condition Associated with the Job

- Maybe be required to work beyond regular working hours.

2. Executive Secretary 1 (OPS/SS 4)**Job Purpose**

The incumbent is responsible for providing administrative and secretarial support to the Principal Director including, but not limited to greeting visitors and answering the telephone; receiving and distributing mail and correspondence, gathering data and compiling various reports for the Principal Director, making photocopies of materials, maintaining files, ordering supplies, and issuing correspondence. This involves high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment.

Key Responsibilities

- Ensures all official obligations are met, by arranging meetings, conferences, preparing meeting documents and guaranteeing that all relevant parties are advised and arrangements made;
- Liaises with Private Sector Heads, Heads of Agencies and Departments to arrange meetings and other business on behalf of the Principal Director;
- Provides accurate word processing support by composing and/or editing a variety of documents e.g. Cabinet Submissions and other documents and/or reports that are considered highly confidential;
- Keeps records of all deadlines that have to be met and important matters that have been dealt with, bringing them to the attention of the Principal Director and interfacing with the Officers and Departments concerned to ensure that the deadlines are observed;
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate material to the Principal Director;
- Prepares Agenda and collects materials for meetings, speeches and conferences; records, transcribes and distributes Minutes and keeps records of proceedings;
- Prepares correspondence including letters, memoranda, internal circulars, reports and schedules;
- Composes letters and memoranda independently for supervisor's signature and also responds to routine requests for information;
- Gathers, organizes and tabulates specialized information for supervisor's use in completing reports;
- Creates, organizes and maintains an active manual filing and retrieval system;
- Researches, compiles and prepares confidential and sensitive documents and briefs the Principal Director regarding content;
- Receives and records correspondence from the Principal Director and routes to designated officers, Divisions and Agencies as directed;
- Receives and screens telephone calls/visitors and refers to relevant officers for necessary action;
- Performs general clerical duties to include but not limited to making photocopies, sending faxes, mailing and filing of correspondence;

- Maintains Inventory of stationery supplies in addition to ordering and distributing stationery for members of staff in the Unit;
- Handles the daily administrative functions of the Office of the Principal Director and manages the timelines for all upcoming projects, and engagements;
- Addresses some problems relating to the routine operations of the Unit by interfacing with the appropriate MSET staff and other Government entities as well as the Private Sector;
- Keeps abreast of the progress of activities within the MSET, providing background information, as well as preparing the Principal Director for participation in meetings;
- Ensures that the Principal Director receives reports from the direct reports in relation to the Unit's operations by due dates and in the correct format;
- Keeps the Principal Director abreast of relevant information on media coverage/public opinion as they relate to the relevant MSET's Portfolio issues;
- Compiles Itineraries and makes travel and accommodation arrangements for the Principal Director when necessary;
- Disseminates circulars/information to the Senior Officers of the MSET and the Heads of Portfolio entities as relevant;
- Tracks the implementation of the Policy, Planning, and Development and Evaluation Unit Operational activities by collecting monthly status reports from the staff and compiling for the Principal Director's attention;
- Performs any other related duties that may be delegated by the Principal Director.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Good interpersonal skills
- Compliance
- Change management

Functional:

- Good problem-solving and decision-making
- Ability to use own initiative
- Good planning and organizing skills
- Use of technology (relevant computer applications - Microsoft Office software)
- Sound command of the English Language
- Records maintenance skills
- Ability to record and transcribe meeting Minutes
- Ability to create, compose and edit written materials
- Ability to maintain calendars and schedule appointments
- Ability to work under pressure and meet deadlines
- Working knowledge of preparing Cabinet Submissions and Cabinet Notes

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 five (5) years' general office experience;
- OR**
- Graduation 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 five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- May be required to work beyond normal working hours;
- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Wednesday, 12th October, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: careers@mset.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**