



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 456

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25th October, 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 post of **Executive Secretary 1 (OPS/SS 4)**, during the period **1st December, 2022 to 31st May, 2023** in the **Office of the Cabinet**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

Job Purpose

The Executive Secretary provides administrative and secretarial support to the Cabinet Secretary and the staff of the Executive Office for the effective and efficient operations of the Office of the Cabinet Secretary.

Key Responsibilities

- Processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail);
- Responds to routine and other correspondence as directed;
- Organizes logistic arrangements for meetings/functions hosted by the Cabinet Secretary (booking of rooms, preparing related documents, including Agendas, requesting refreshment, etc.) and on the day of the event, ensures all arrangements are in place;
- Establishes and maintains a filing system for control and safe keeping of classified, secret and confidential documents and reports;
- Conducts basic research and collates data in support of the work of the Team and compiles, formats and proof-read reports;
- Assembles and disseminates documents/correspondence to relevant internal and external personnel/entities as requested;
- Organises meetings hosted by the Cabinet Secretary;
- Prepares agendas for meetings and organises relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Maintains calendar and schedules of meetings/appointments for the Cabinet Secretary, advising of matters requiring prompt attention;
- Makes travel arrangements and prepares Itinerary for local and overseas business trips for the Cabinet Secretary;
- Receives/Hosts visitors to the Cabinet Secretary;
- Maintains an effective filing system that allows security and speedy retrieval of documents/information in accordance with established standards.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent customer service, interpersonal skills and team skills
- Excellent analytical thinking and ability to solve problems
- Excellent planning and organising skills
- Confidentiality, integrity and ethics
- Ability to work on own initiative and under pressure
- Proficiency in the use of computers, as well as computer applications, especially Microsoft Office Suite (Word, Excel)
- Knowledge of Government policies and procedures
- Knowledge of office practices 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 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.

Applications accompanied by résumés should be submitted **no later than Monday, 7th November, 2022 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**