



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 445 **OSC Ref. C. 6555¹⁴**

18th 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 fill the vacant post of **Senior Secretary (OPS/SS 3)** in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**, salary range \$1,007,823 – \$1,197,984 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for providing administrative support and secretarial services to the Deputy Government Trustee and to the staff of the Insolvency Administration Unit as necessary.

Key Responsibilities

Technical/Professional:

- Stamps and logs all correspondence received in the Department;
- Logs and dispatches all correspondence leaving the Department;
- Screens visitors and telephone calls for the Department;
- Co-ordinates activities for meetings, transcribes and prepares Minutes of Meetings;
- Receives and passes on correspondence to relevant persons;
- Prepares memoranda, letters, and other correspondence and transmits to the relevant officers as soon as they are available;
- Arranges meetings for the Deputy Government Trustee;
- Maintains the Deputy Government Trustee's Diary;
- Liaises with Heads of Section and personnel to facilitate administrative support;
- Assists in compiling and reviewing Monthly and Annual Reports;
- Researches and provides information to Deputy Government Trustee in the preparation of reports;
- Follow-ups on directives given and request made by the Deputy Government Trustee;
- Establishes and maintains an appropriate Filing System of the recording and easy retrieval of information;
- Ensures the Deputy Government Trustee's Office is furnished with stationery;
- Manages urgent correspondence, faxes and emails in the absence of a Head of Unit;
- Performs any other related functions assigned from time to time by the Deputy Government Trustee.

Required Knowledge/Skills/Competencies

- Excellent interpersonal and team skills
- Excellent oral and written communication skills
- Excellent time management and organizing skills
- Strong knowledge of Human Resource practices, policies and procedures
- Working knowledge of relevant computer systems and application
- Ability to use initiative

Minimum Required Qualification and Experience

- A Diploma/Associate Degree in Business Administration or equivalent from an accredited tertiary institution; **or**
- Certificate in Administrative Professional (CPS); **or**
- Certificate in Administrative Management Level 2 (CAM 2);
- Three-four (3-4) years of relevant experience in Administration.

Applications accompanied by résumés should be submitted **no later than Monday, 31st October, 2022 to:**

Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5

Email: hrm@miic.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