



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 509**  
**OSC Ref. C.4858<sup>43</sup>**

**23<sup>rd</sup> November, 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 **Ministry of Agriculture and Fisheries**:

1. **Administrative Assistant (GMG/AM 2) – Communication and Public Relations Unit**, salary range \$1,025,878 – \$1,219,446 per annum and any allowance(s) attached to the post.
2. **Housekeeper (LMO/TS 5) – Human Resource Development Unit (Eltham Training Centre, St. Ann)**, salary range \$12,675 - \$14,320 per week.

**1. Administrative Assistant (GMG/AM 2)**

**Job Purpose**

Under the direct supervision of the Director of Communication and Public Relations (MCG/IE 6), the Administrative Assistant plans, organizes, directs and controls the administrative functions for the Unit.

**Key Responsibilities**

***Management/Administrative:***

- Takes dictation of letters, memoranda, etc. and reproduces them electronically;
- Circulates News Releases to Media Houses;
- Prepares Media Advisories for circulation to the Media Houses requesting coverage for the Ministers at Ministry-spearheaded events;
- Circulates Briefs for the Ministers, Permanent Secretary, Chief Technical Director, etc. prepared for Radio/ TV Talk Show/News interviews;
- Maintains incoming and outgoing correspondence registers;
- Maintains a schedule of requests for speeches, messages, greetings, etc., for Director/Public Relations Officer's action;
- Maintains an efficient filing system to ensure that files are secure and readily available at all times;
- Updates the Unit's Newspaper Clippings File on a monthly basis;
- Maintains the Director's Diary, gives timely reminders and conducts follow-up activities on matters pending;
- Monitors the Attendance Register in the Communication and Public Relations Unit and prepares Monthly Attendance Reports for submission to the Human Resource Management Division at the end of each month;
- Compiles, packages and disseminates the Weekly "MOA in the News";
- Performs any other related duties which may be assigned from time to time by the Director, Communications and Public Relations.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good customer relations and quality focus skills
- Excellent oral and written communication skills
- Excellent planning and organization skills
- Excellent interpersonal skills
- Very good time management skills
- Ability to work in a team
- Ability to exercise initiative and flexibility

**Technical:**

- Proficient in the relevant computer applications
- Sound knowledge of the Organization's/Unit's functions and work programmes
- Good working knowledge of web-based research technique
- Knowledge of Records Management and Office Procedures
- Minute and Report Writing techniques
- Proficient in Shorthand at a speed of 100-120 wpm
- Proficient in Typewriting at a speed of 50-55 wpm

**Minimum Required Qualification and Experience**

- Associate Degree in Management Studies or Public Administration plus four (4) years' experience in a similar role;

**OR**

- Two (2) or more passes in CXC/GCE O'Level subjects, including English Language and a numeric subject;
- Successful completion of the Certificate in Administrative Management, Level 2, at the Management Institute for National Development (MIND);
- Training in the relevant software application, e.g. Word Processing, Database and Spreadsheet;
- Four to five (4-5) years general office experience;

**OR**

- Graduated from an accredited school of Secretarial Studies;
- English Language at CXC/GCE 'O'Level;
- Training in a variety of Microsoft software applications, e.g. Word Processing, Database, and Spreadsheet;
- Four to five (4-5) years general office experience.

**Special Conditions Associated with the Job**

- Very stressful environment based on the time frame established externally for delivering materials, often with little or no notice;
- When deadlines are scheduled, there may be more than one competing event in a single day, for which writing and organizational support are required.

**2. Housekeeper (LMO/TS 5)****Job Purpose**

Under the supervision of the Centre Manager (GMG/AM 3), Eltham Training Centre, the Housekeeper (LMO/TS 5) is responsible for supervising the culinary, janitorial and housekeeping activities of the Eltham Training Centre.

**Key Responsibilities*****Management/Administration:***

- Registers all participants/guests using the Centre;
- Prepares Duty Rosters for the Assistant Housekeeper and the Cook;
- Assists with the cleaning of the classroom, kitchen, dining room, office, dormitories and other buildings;
- Ensures that all bathrooms are cobwebbed and curtains washed;
- Assists in the ordering and purchasing of food items and toiletries for the Centre;
- Keeps stock of supplies in Storeroom;
- Ensures that the garbage from the dormitories is properly disposed of;
- Reports damage to the dormitories, breakage of dormitory items and kitchen utensils to the Centre Manager;
- Reports shortages of kitchen utensils, dormitory items household articles and cooking gas to Centre Manager;
- Makes requests for additional relief housekeeping staff where necessary.

***Technical/Professional:***

- Co-ordinates and supervises all culinary and housekeeping activities;
- Plans menus;
- Prepares work schedules and Work Plans for staff;
- Organizes the dining room, prepares and serves meals;
- Launders and stores bed linen, curtains and table cloths;

- Prepares dormitories for clients;
- Inspects dormitories, classroom, office, cottage and dining room to ensure that they are always in a state of readiness
- Assists with preparing the Budget for meals and toiletries and prepares shopping list;
- Prepares Food Inventory with list of food items in storage.

***Human Resource:***

- Supervises the performance of the Assistant Housekeeper and the Cook;
- Provides effective leadership and guidance to staff supervised;
- Identifies training and career development needs for staff and provides advice on training intervention needed to improve their competencies;
- Manages, appraises and evaluates the performance of staff;
- Provides counselling to staff;
- Performs any other related duties that are assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus skills
- Good problem-solving and conflict management skills
- Ability to work in a team
- Ability to supervise
- Good leadership, planning and organizing skills
- Sound integrity
- Ability to use initiative
- Good time management skills

***Technical:***

- Skills in the Culinary Arts
- Housekeeping skills
- Storekeeping and record keeping skills
- Menu Planning
- Knowledge of the operations of Government/Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- Certificate in the Culinary Arts/Catering;
- OR**
- Certificate in Home Management;
- One (1) year experience in Catering;
- Food Handler's Permit.

Applications accompanied by résumés should be submitted **no later than Tuesday, 6<sup>th</sup> December, 2022 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@moa.gov.jm](mailto: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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**