



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. 510
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1st December, 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 **Post and Telecommunications Department**:

1. **Administrative Assistant (GMG/SEG 1)**, salary range \$2,735,387 – \$3,678,791 per annum and any allowance(s) attached to the post.
2. **Executive Secretary (OPS/SS 4)**, salary range \$1,753,837 - \$2,358,715 per annum and any allowance(s) attached to the post.

1. Administrative Assistant (GMG/SEG 1)

Job Purpose

Under the general direction of the Postmaster General, the incumbent is required to independently manage, organize, monitor and execute a wide variety of highly responsible secretarial and administrative duties pertaining to the operations of the office, while exhibiting a high level of confidentiality.

Key Responsibilities

- Participates in administrative planning of the office to ensure that maintenance of commitments and deadlines are kept;
- Participates in the preparation of official documents including Board Reports, Corporate and Organizational Plans, Statistical Data, Annual Reports, and co-ordination of various reports;
- Organizes and manages the office schedule;
- Monitors and updates activities and appointment for the Postmaster General;
- Attends Senior Managers Meeting bi-weekly and reproduces the Minutes and ensures follow-through with post meeting decisions and actions;
- Researches and compiles data, information and confidential files as requested;
- Ensures the maintenance of efficient manual and computerized systems of filing and securing of official and confidential records to facilitates access to information and speedy retrieval;
- Is custodian for all Senior Managers personal and staff confidential files;
- Receives and stamp correspondence and draft response to routine matters, proofread for accuracy and ensure they are dispatch;
- Ensures that all correspondence received in the office are promptly processed and appropriate follow-ups pursued;
- Ensures that meeting arrangements are planned and efficiently co-ordinated;
- Maintains the Attendance Register for Senior Managers and Secretaries assigned to the Administrative Block;
- Types, formats/produces documents using the relevant computer software;
- Keeps the Postmaster General up-to-date on the status of project assignment, consultants, contracts and Annual Reports;
- Performs any other related duties that may be assigned from time to time by the Postmaster General.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government of Jamaica Records Management Systems
- Good Report writing ,proofreading skills
- Proficiency in Microsoft Office Suite
- Good planning, organizing and co-ordinating skills
- God analytical skills
- Good customer service and interpersonal skills
- Ability to exercise a high degree of integrity and confidentiality
- Ability to communicate effectively, both orally and in writing

- Ability to work on own initiative and with a team
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Studies or in Administrative Management or Office Administration with two (2) years' experience in administrative or related field.

2. Executive Secretary (OPS/SS 4)

Job Purpose

Under the direct supervision of the Postmaster General (PMG), the Executive Secretary is required to proactively, diligently and independently manages, organizes, monitors and executes a wide variety of secretarial and administrative duties to enhance and simplify the work processes and operations of the Office while exhibiting a high level of confidentiality.

Key Responsibilities

Administrative:

- Prepares Individual Work Plan;
- Assists with monitoring matters that have been passed to direct reports and other Senior Managers for action, ensuring that they are pursued to finality, and appraises the PMG of the results;
- Disseminates circulars/information to staff on behalf of the PMG;
- Receives and screens incoming telephone calls to the PMG, providing friendly and professional greeting, directing calls, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses and responds where appropriate;
- Performs clerical duties such as sending faxes, making photocopies and mailing;
- Maintains the PMG's Diary electronically by recording appointments, meetings, and visits etc. on a day-to-day basis and confirms, cancels and reschedules appointments;
- Accepts and opens all internal and external correspondence addressed to the PMG;
- Manages correspondence by maintaining database and manual record for logging and dispatching of documents.

Technical:

- Organizes and attends meetings, makes notes and produces Minutes for dissemination and follow-up action;
- Provides accurate word-processing support by composing a variety of documents; this includes highly confidential correspondence, reports, memoranda, contracts and proposals;
- Makes travel and accommodation arrangements for the PMG when necessary;
- Develops and maintains a Records Management and Information System for the Office;
- Researches and collates information to brief the PMG in preparation for meetings and other events;
- Manages the acquisition and use of stationery for the PMG's Office;
- Prepares status and other reports;
- Performs any other related duties that may be assigned from time to time by Supervisor.

Required Knowledge, Skills and Competencies

- The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act and Financial Instructions, Post Office Act and the Public Bodies and Management Accountability Act
- The Postal Industry and its operations
- Administrative of office management practices and principles
- Government of Jamaica Records and Information Management practices and principles
- Web-based research techniques
- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals

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 Tuesday, 6th December, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**