



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 476 **OSC Ref. C.5166⁸**

7th 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 **vacant** post of **Senior Stenotype Writer (OPS/SW 2)** in the **Stenotype Service Unit, Office of the Services Commissions (Central Government)**, salary range \$1,351,783 - \$1,606,845 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Chief Stenotype Writer, provide stenotype services to Commissions of Enquiry, Gun Court trials, disciplinary proceedings, wage negotiations, seminars, etc., for the Public Service and for the Jamaica Defence Force Courts Martial.

Key Responsibilities

Management/Administration:

- Participates in the Unit's strategic planning process by preparing Individual Work Plan;
- Ensures that the objectives of the plan are achieved;
- Provides guidance/coaching to junior Stenotype Writers.

Technical:

- Ensures that requisite equipment/furniture is in place at meeting venue;
- Performs steno-writing duties at meetings, Commissions of Enquiry, Court sittings, etc.;
- Transcribes verbatim notes and prepares drafts for review;
- Maintains a Filing System for verbatim notes;
- Maintains Dairies of scheduled assignments;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent judgment
- Confidentiality

Functional:

- Excellent knowledge of Public Service Regulations, Staff Orders and other policy manuals/documents
- Excellent listening skills
- Proficient use of Stenograph machine and relevant computer applications
- Ability to work under extreme pressure

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O' Level Subject, including English Language;
- Utech Diploma or equivalent in Secretarial Practice;
- Certificate Stenotype Writer with a minimum of 180 w.p.m.;
- Computer literacy;
- Two (2) years' related working experience.

Special Conditions Associated with the Job

- Local, regional and international travel to meeting venues;
- Working in volatile communities.

Applications accompanied by résumés should be submitted **no later than Friday, 18th November, 2022 to:**

Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4

Email: hrm@osc.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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long horizontal stroke extending to the right.

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