



Office of the Services Commissions

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CIRCULAR No. 50 **OSC Ref. C. 6555¹⁵**

30th January, 2023

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/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Administrative Assistant (GMG/AM 4) (Vacant) – Legal Services Unit**, salary range \$2,190,302 – \$2,945,712 per annum.
2. **Administrative Assistant (GMG/AM 3) (Not Vacant) – Chief Technical Director's Office**, salary range \$1,753,837 – \$2,358,715 per annum.
3. **Senior Secretary (OPS/SS 3) (Vacant) - Human Resource Management and Development Branch**, salary range \$1,370,094 – \$1,842,625 per annum.

1. **Administrative Assistant (GMG/AM 4)**

Job Purpose

Under the general supervision of the Senior Assistant Attorney General, the Administrative Assistant:

- Provides administrative support, paralegal and secretarial services that enhance the Senior Assistant Attorney General's Office and the operations of the Legal Service Unit (LSU) in general;
- Co-ordinates the activities of the Office, organizes meetings and manages/monitors the Senior Assistant Attorney General's calendar, drafts reports and other documentation;
- Serves as liaison between the LSU and the AGC-HQ;
- Undertakes research on routine legal matters and drafts Briefs;
- Ensures a proper Records Management System is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry, its Departments and Agencies

Key Responsibilities

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes Action Sheets, Notes/Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the LSU's Budget, Corporate and Operational Plans, Individual Work Plans, Performance Appraisal Reports, Leave Schedules and Training Needs Analysis to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; tracks the processing of these submissions;
- Ensures Cabinet Decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant AG to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal Divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;

- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSU to ensure that matters are settled in accordance with service standards;
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

Paralegal:

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organising meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for Legal Hearings and consultations;
- Keeps and monitors law volumes to ensure that Law Library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. Attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established Records Management principles to ensure expeditious retrieval of files.

Required Knowledge, Skills and Competencies

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Unit
- General knowledge in Budget Cash Flow preparation
- Knowledge of Office Management and Administrative procedures and practices
- Knowledge of the principles and practices of Public Administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Knowledge of the English Legal System, including Commercial Law, Public Law and Civil proceedings
- Good Knowledge of drafting legal documents
- Working knowledge of GOJ operations and Public Sector issues

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and a minimum of one (1) year's related work experience.

OR

- Diploma in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and a minimum three (3) years' related work experience.

2. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the general direction of the Chief Technical Director, the Administrative Assistant (GMG/AM 3), is responsible for the provision of general administrative and secretarial support towards the effective functioning of the Office and for the planning and co-ordination of internal and other meetings, conferences, workshops and seminars.

The incumbent is required to prepare relevant documents and correspondence, to ensure timely and adequate responses to queries and to organize the efficient flow of information between the office and internal as well as external stakeholders.

Key Responsibilities

Administrative:

- Provides administrative support with regard to the services and activities of the Office of the Chief Technical Director;
- Arranges and monitors the logistics for internal and external meetings;
- Provides secretarial and administrative support to internal and external meetings which include preparing Agenda, information and resources for meetings, recording and transcribing Minutes and decisions of meetings, and circulating documents for meetings, seminars and conferences;
- Prepares meeting files for the CTD;
- Represents the Office at meetings, seminars and workshops as required;
- Provides administrative support to meetings, conferences, workshops and seminars;
- Assists with the co-ordination of accurate documentation;
- Assists with the process of authenticating documents, affixing seal and stamping documents;
- Composes and types reports and documents;
- Maintains an up-to-date database of confidential and classified data and records;
- Co-ordinates responses to external requests for information and advises on matters as directed;
- Reviews operating practices and implements improvements;
- Monitors the Attendance Register and prepares Monthly Attendance Reports.

Technical/Professional:

- Drafts, types and dispatches correspondence, reports and other documents as required;
- Maintains and manages the Chief Technical Director's electronic calendar. Schedules and records appointments and manages the Appointments Calendar providing reminders when the dates are approaching;
- Makes overseas travel arrangements for the CTD;
- Prepares Statistical Data for charts, graphs, etc for inclusion in reports;
- Monitors and reports on the progress of tasks delegated by the CTD to the Divisional Directors and other staff members;
- Prepares PowerPoint presentations for the Office;
- Maintains an effective Filing System within the Division to ensure easy retrieval of documents and files and ensures the security of manual and computerized confidential files and records;
- Participates in the planning and organizing of meetings, seminars, training sessions, workshops and other events as required, inclusive of preparing agendas and material, circulating previous Minutes, arranging venues and refreshments and contacting attendees;
- Takes, prepares and distributes Minutes of meetings;
- Receives incoming correspondence and documents and routes them to relevant officers;
- Maintains a record for all incoming and outgoing files and correspondence;
- Conducts research, prepares and/or edits reports or other documents as directed;
- Receives, screens and if necessary, re-directs telephone callers and visitors to the appropriate staff and logs all calls and messages;
- Maintains leave and Attendance Records;
- Supports the preparation of the Annual Budget and monthly Cash Flow for the Office;
- Requests, procures and maintains stationery and other office supplies for the Office;
- Makes photocopies and scans documents as required.

Required Knowledge, Skills and Competencies

- Ability to work in high demand environment
- Ability to maintain integrity and confidentiality
- Initiative and ability to be proactive
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Good organisational and time management skills
- Good customer relations and quality focus skills
- Good research skills
- Good presentation skill
- Professionalism
- Ability to effectively work in a team
- Problem solving and conflict management skills
- Tact and diplomacy
- Sound background in administrative or office management
- Knowledge of secretarial practices and procedures
- Knowledge of policies, programmes and procedures of operations
- Knowledge of modern office procedures
- Knowledge of records/file management
- Good reporting skills
- Proficiency in shorthand or speedwriting and typewriting
- Minutes and report writing skills
- Training in management
- Proficiency in the use of relevant computer applications including Microsoft Word, Excel and PowerPoint

Minimum Required Qualification and Experience

- Executive Secretary with three (3) years' experience in an administrative capacity.
OR
- Equivalent professional administration qualification with secretarial skills, for example, Administrative Professional Certificate with two (2) years related experience.
OR
- Diploma in Business Management with two (2) years related experience.

3. Senior Secretary (OPS/SS 3)

Job Purpose

To provide general secretarial support services to the Director, Human Resource Management and Development to attain efficient day to day operations of the Branch.

Key Responsibilities

- Performs stenographic duties for the production of letters, memoranda and other official documents;
- Organizes and manages the Director's schedule and updates his/her activities and appointments;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities;
- Prepares meeting correspondence and ensures appropriate circulation;
- Takes dictation and minutes at meetings;
- Maintains an up-to-date record of incoming and outgoing correspondence and files in the Director's Office;
- Copies correspondence required for filing;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Branch;
- Maintains an up-to-date record of activities and brief the Director as necessary;
- Screens telephone calls and visitors to the Director and directs to the appropriate officer;
- Makes contact with and relay information to Senior Officers within the Branch and other members of staff in the Ministry and external Agencies;
- Exercises initiative in relation to the disposal of urgent matters by making the relevant contact and/or referring to the appropriate person(s), in the absence of the Director;
- Maintains the Attendance Register and prepare Monthly Attendance Report on staff in the Branch, for submission to the Director Human Resource Management;
- Ensures that staff notices are placed on the notice board;

- Orders and maintains inventory on stationery used in the Branch;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent administrative and secretarial skills
- Good interpersonal skills
- Teamwork and co-operation
- Good typing and shorthand skills
- Good oral and written communication skills
- Confidentiality
- Proficiency in word processing and standard computer applications

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 four to five (4-5) years' general office experience;
OR
- Graduated 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 four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) 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 Friday, 10th February, 2023 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**