



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 18 **OSC Ref. C.6555¹⁴**

12th 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 the **vacant** post of **Senior Secretary (OPS/SS 3)** in the **Office of the Supervisor of Insolvency**, salary range \$1,370,094 - \$1,842,625 per annum.

Job Purpose

The incumbent is responsible for providing administrative support and secretarial services to the Assistant Supervisor and to the staff of the Licensing and Compliance Unit as necessary.

Key Responsibilities

Technical/Professional:

- Stamps and logs all correspondence received in the Director's Office;
- Logs and dispatched all correspondence leaving the Director's Office;
- Screen visitors and telephone calls for the Director;
- Co-ordinates activities for meetings, transcribes and prepares Minutes of meetings;
- Receives and passes on to the Director correspondence requiring his/her attention;
- Prepares memoranda, letters, Minutes and other correspondence and transmits to the relevant officers as soon as they are available;
- Arrange meetings for the Director;
- Maintains the Directors Diary;
- Liaises with Heads of Section and personnel to facilitate administrative support;
- Assist in Compiling and reviews Monthly and Annual reports;
- Researches and provides information to Director in the preparation of reports;
- Follows up on directives given and request made by the Director;
- Establishes and maintains an appropriate Filing System of recordings and easy retrieval of information;
- Ensures the Directors Office is furnished with stationery;
- Manages urgent correspondence, faxes and emails in the absence of a Head of Unit;
- Perform any other related functions assigned from time to time by the Director of Human Resource Management and Administration.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team skills
- Excellent oral and written communication skills
- Excellent time management and organisational 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 Wednesday, 25th January, 2023 to:**

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

Email: hrm@miic.gov.im

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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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