



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 77** **OSC Ref. C. 4664<sup>15</sup>**

15<sup>th</sup> February, 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 **Accountant General's Department (AGD)**:

1. **Executive Secretary 1 (OPS/SS 4) – (Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum.
2. **Executive Secretary 1 (OPS/SS 4) – (Not Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum.
3. **Senior Secretary (OPS/SS 3) – Not Vacant**, salary range \$1,370,094 - \$1,842,625 per annum.

#### **1. Executive Secretary 1 (OPS/SS 4)**

##### **Job Purpose**

Reporting to the Senior Director, Corporate Services, the Executive Secretary is responsible for providing high-level administrative support to the Senior Director and the Division, by conducting research, preparing reports, handling information requests, and preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

##### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To conduct research, prepare reports and fulfill information requests
- To perform administrative functions including scheduling of meetings and appointments
- To co-ordinate the maintenance of stationery supplies and office equipment.
- To co-ordinate reports from the Reporting Units.

##### **Key Responsibilities**

###### ***Technical:***

- Reads and analyzes incoming memoranda, submissions and reports in order to determine their significance and plan their distribution;
- Opens, sorts, and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers, and takes and relays messages;
- Receives, greets and directs visitors;
- Prepares responses to correspondence containing routine inquiries;
- Arranges for the dispatch of outgoing mail;
- Orders and manages office supplies for the office of the Senior Director, and the Division, and maintains all associated records;
- Responds to requests, inquiries and complaints from staff, other Departments, Organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database, and/or presentation software;
- Maintains Records Management Systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, reports and other records;
- Liaises with the Executive Secretary to the Accountant General and manages and maintains the Senior Director's schedule;
- Prepares agendas and makes arrangements for Committee and other meetings attended by the Senior Director;
- Assists in the Organization of events and activities by scheduling rooms, issuing information, and co-ordinating speakers/participants;
- Makes travel and accommodation arrangements for the Senior Director;

- Researches and analyzes data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Divisional Reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Senior Director's office, the AG's Office, and the various Divisions;
- Attends meetings in order to record Minutes;
- Transcribes, compiles and distributes Minutes of Meetings;
- Assists with the preparation of the Division's Annual Budget and Strategic Plan;
- Sets up and oversees administrative policies and procedures for the office of the Senior Director and the Division;
- Assists in the smooth and efficient operation of the Division through the management of daily administrative operations;
- Reviews administrative operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Establishes and maintains internal control processes;
- Deputizes for the Executive Secretary for the Accountant General in her absence;
- Provides administrative support to AGD's Committee Meetings;
- Performs any other related duty that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Customer Focus
- Results Focus
- Integrity

#### ***Technical:***

- Good planning and organizing skills
- Good Records Management skills
- Business Writing skills
- Knowledge of Legislation, Policies and Procedures
- Knowledge of Corporate Services Operations in the Public Sector.

### **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.

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

## **2. Executive Secretary 1 (OPS/SS 4)**

### **Job Purpose**

Reporting to the Accountant General, the Executive Secretary 1 is responsible for providing high-level administrative support to the Accountant General and the office of the Accountant General, by conducting research, preparing reports, handling information requests, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. The incumbent is also required to train and supervise lower-level clerical staff.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To conduct research, prepare reports and fulfill information requests
- To carry out administrative functions including scheduling of meetings and appointments
- To co-ordinate the maintenance of stationery supplies and office equipment

### **Key Responsibilities**

#### ***Technical:***

- Reads and analyzes incoming memoranda, submissions and reports in order to determine their significance and plans their distribution;
- Opens, sorts, and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers and takes and relays messages;
- Receives, greets and directs visitors;
- Prepares responses to correspondence containing routine inquiries;
- Arranges for the dispatch of outgoing mail;
- Orders and manages office supplies for the office of the Senior Director, and the Division, and maintains all associated records;
- Responds to requests, inquiries and complaints from staff, other Departments, Organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database, and/or presentation software;
- Maintains Records Management Systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, reports and other records;
- Manages and maintains the Accountant General's schedule;
- Prepares agendas and makes arrangements for Committee Board and other meetings attended by the Accountant General, and as required;
- Assists in the Organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants;
- Prepares and co-ordinates activities for Annual Senior Management Retreats and special meetings;
- Makes travel and accommodation arrangements for the Accountant General as required;
- Researches and analyzes data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Departmental Reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Accountant General's office and the various Divisions;
- Attends meetings in order to record Minutes;
- Compiles, transcribes and distributes Minutes of Meetings and Action Sheets;
- Provides administrative support to AGD's Committee Meetings.

#### ***Strategic Leadership:***

- Assists with the preparation of the Department's Annual Budget and Strategic Plan;
- Sets up and oversees administrative policies and procedures for the office of the Accountant General;
- Leads in the smooth and efficient operation of the Department through the management of daily operations;
- Reviews operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Establishes internal control processes.

***Human Resource Management:***

- Ensures that the Office of the Accountant General has sufficient and appropriate physical resources to enable staff to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment and selection of clerical staff;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Ensures the identification of skills gaps and collaborates with the Training and Development Manager to develop and implement Staff Development and Succession Plans for the Office of the Accountant General to ensure adequate staff capacity;
- Monitors performance of the office of the Accountant General and staff against the Operational and Work Plans;
- Ensures job specific and environmental factors are monitored and Health and Safety policies are implemented and promoted; and that workplace hazards are mitigated and minimized;
- Ensures effective and objective staff performance management, and timely and accurate completion of the staff appraisal process;
- Ensures the welfare of staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies*****Core:***

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Customer Focus
- Results Focus
- Integrity

***Technical:***

- Good planning and organizing skills
- Good Records Management skills
- Business Writing skills
- Knowledge of Legislation, Policies and Procedures
- Knowledge of Corporate Services Operations in the Public Sector
- Ability to use all typical office machines
- Proficiency with Microsoft Office Suite.

**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.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

### **3. Senior Secretary (OPS/SS 3)**

#### **Job Purpose**

The Senior Secretary is responsible for providing secretarial and clerical support to the Director, Communications and Customer Service by conducting basic research, preparing reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.

#### ***Summary of the broad purpose of the position in relation to Government's goals and strategies:***

- To prepare reports, and fulfill information requests;
- To carry out secretarial and clerical functions including correspondence, scheduling of meetings and appointments.

#### **Key Responsibilities**

##### ***Technical:***

- Reads and analyzes incoming memoranda, submissions and reports in order to determine their significance and plans their distribution;
- Opens, sorts, and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers and takes and relays messages;
- Receives, greets and directs visitors to the Unit;
- Prepares responses to correspondence for which authorized;
- Dispatches of outgoing mail;
- Responds to requests, inquiries and complaints from staff, other Divisions, Organizations and the general public; refers persons to the relevant authorities and follows through on the resolution of issues;
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database and/or presentation software;
- Files and retrieves documents, reports, and other records;
- Maintains and monitors the schedule of meetings/events for the Division;
- Prepares agendas and makes arrangements for Committee and other meetings attended by the Director, as required;
- Assists in the Organization of events and activities by scheduling rooms, issuing information, and co-ordinating speakers/participants;
- Makes travel and accommodation arrangements for staff as required;
- Researches and analyzes data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Departmental Reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Director, Communications and Customer Services' office and the various Units;
- Attends meetings in order to record Minutes;
- Compiles, transcribes and distributes Minutes of meetings;
- Provides administrative support to AGD's Committee Meetings;
- Performs any other related duties that may be assigned from time to time.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Customer Focus
- Results Focus
- Integrity

##### ***Technical:***

- Good planning and organizing skills
- Good Records Management skills
- Business Writing skills
- Knowledge of Legislation, Policies and Procedures
- Knowledge of Corporate Services Operations in the Public Sector
- Ability to use all typical office machines

### **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.

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28<sup>th</sup> February, 2023 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

Email: [careers@treasury.gov.jm](mailto:careers@treasury.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**