



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 80**  
**OSC Ref. C.4857<sup>17</sup>**

**16<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 the **vacant** post of **Senior Secretary (OPS/SS 3)**, in the **Ministry of Transport and Mining**, salary range \$1,370,094 – 1,842,625 per annum.

**Job Purpose**

- To provide general secretarial Services to the Director, Corporate Planning and Performance Monitoring in order to facilitate the smooth operations of the Unit.
- To provide efficient and effective administrative support services to the Unit so as to ensure the efficiency and effectiveness of the Unit and its staff.

**Key Responsibilities**

- Types and prepares correspondence, reports and documents for the Director, Corporate Planning and Performance Monitoring;
- Takes dictation and Minutes of meetings and transcribes;
- Prepares agendas for meetings and organizes relevant information and documents;
- Actions routine correspondence in accordance with guidelines given;
- Ensures that all documents leaving the desk of the Director, Corporate Planning and Performance Monitoring are adequately prepared and dispatched;
- Maintains diary of meetings/appointments for the Director, Corporate Planning and Performance Monitoring;
- Receives and process incoming mails;
- Establishes and maintains a filing and record keeping system to facilitate easy access;
- Receives and makes telephone calls for the Director, Corporate Planning and Performance Monitoring;
- Makes photocopies and telefaxes documents as necessary;
- Performs other related duties and responsibilities as may be determined from time to time.

**Required Knowledge, Skills and Competencies**

***Technical:***

- Proficiency in Microsoft Office
- Ability to maintain calendars and schedule appointments
- Excellent knowledge of Office Practices and Procedures
- Working knowledge of Government Operations and Protocol
- Proficiency in typing/ shorthand/speedwriting
- Excellent records management skills
- Consistently approaches work with energy and a positive constructive attitude
- Able to work under pressure and meet deadlines

***Core:***

- Excellent planning and organizing skills
- Good teamwork and co-operation
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent customer service skills
- Good time management skills

**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 Thursday, 2<sup>nd</sup> March, 2023 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

**Email: hr@mtw.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**