



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 125 **OSC Ref. C.6495³**

22nd March, 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 be assigned to fill the following posts in the **Institute of Forensic Science and Legal Medicine (IFSLM)**:

1. **Executive Secretary 2 (OPS/SS 5) (Not Vacant) - Executive Office**, salary range \$2,190,302 – \$2,945,712 per annum.
2. **Senior Secretary (OPS/SS 3) (Vacant) - Human Resource and Welfare Management Department**, salary range \$1,370,094 – \$1,842,625 per annum.
3. **Commitment Control Officer (FMG/AT 3) (Vacant) - Finance and Accounts Department**, salary range \$ 1,753,837 – \$2,358,715 per annum.

1. Executive Secretary (OPS/SS 5)

Job Purpose

Under the general direction of the Executive Director, the Executive Secretary is responsible for organizing and administering a range of administrative and secretarial activities related to the Executive Director's portfolio.

Key Responsibilities

Technical:

- Participates in administrative planning of the Office to ensure that maintenance of commitments and deadlines are kept;
- Ensures that all correspondence of a general or routine nature received by the Executive Director in a timely manner;
- Monitors the progress of activities within the Institute, providing background information, as well as preparing the Executive Director for participation in meetings;
- Participates in the preparation of official documents, Annual Reports, and co-ordination various activities;
- Participates in the planning and organizing of seminars/workshops on the instruction of the Executive Director;
- Organizes and manages the office schedule;
- Monitors and updates activities and appointment for the Executive Director;
- Attends meetings instructed by the Executive Director and reproduces the Minutes and ensures follow-through with post meeting decisions and actions;
- Researches and compiles data, information and confidential files as requested;
- Ensures the maintenance of efficient manual and computerized systems of filing and securing of official and confidential records to facilitate access to information and speedy retrieval;
- Receives and date stamps correspondence and drafts response to routine matters, proof reads for accuracy and ensures they are dispatched;
- Ensures that all correspondence received in the Office are promptly processed and appropriate follow-ups pursued;
- Ensures that meetings are arranged or planned and efficiently co-ordinated;
- Keeps the Executive Director up-to-date on all activities related to the Office;
- Verifies the Monthly Attendance Report for the Annex staff;
- Prepares and submits Itinerary and Per Diem to Permanent Secretary for approval
- Makes travel and accommodation arrangements for the Executive Director when necessary;
- Aids in the preparation of the Institute's Annual Budget using Microsoft Excel and other related software;

- Assists in the preparation of Corporate and Operational Plan for the Institute using Microsoft Excel, PowerPoint and other related software;
- Works in conjunction with staff to prepare projections and reports;
- Drafts letters and memos for the Executive Director's signature;
- Drafts responses to customer complaints in respect to the Services and Operations of the Institute;
- Conducts routine checking of the Executive Office Email Account;
- Maintains the Executive Director's diary (both electronically and written) recording appointments, meetings visit etc. on a day-to-day basis. Confirms, cancels and reschedules appointments on the Executive Director's behalf;
- Assists with the preparation of the Annual or Special Report;
- Monitors, appraises and conducts evaluations and directs reports in a timely manner.

Required Knowledge, Skills and Competencies

- Good written and oral communication
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose, and edit written materials
- Good organizing and co-ordinating skills
- Demonstrates a high level of integrity
- Proficiency in MS Office software
- Team player with the ability to work on own initiative
- Ability to work under pressure and meet deadlines
- Good customer and quality focus

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 seven (7) 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 seven (7) 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 seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Director, Human Resource and Welfare Management (HR&WM) the incumbent is responsible for organizing and administering all activities related to the Unit; ensures that the secretarial work and clerical duties are carried out promptly and efficiently; contacts are maintained with persons and groups critical to the successful implementation of the Unit's programmes and activities.

Key Responsibilities

Technical/Professional:

- Ensures that all correspondence of a general or routine nature is received by the Director, HR, and WM in a timely manner;

- Conducts research and prepare draft responses to certain correspondence for vetting by the Director;
- Keeps abreast of the progress of activities within the Institute, providing background information, as well as preparing the Director for participation in meetings;
- Organizes meetings for the Director;
- Disseminates circulars/information to members of staff;
- Assist with the inputting of information into MyHR+;
- Performs any other related duties delegated by the Director.

Required Knowledge, Skills and Competencies

Technical:

- Advanced knowledge of computerized management and the relevant computer applications
- Advanced knowledge of shorthand
- Good planning and organizing skills
- Project co-ordination skills
- Good time management and organizational skills

Core:

- Advanced word processing skills
- Excellent interpersonal skills
- Manage interpersonal communication and relationship

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.

3. Commitment Control Officer (FMG/AT 3)

Job Purpose

Reporting to the Director, Finance and Accounts, the incumbent is responsible for improving the financial capacity of the Institute of Forensic Science and Legal Medicine, in the mission to manage financial resources efficiently and effectively in accordance with the guidelines and policies of the Government of Jamaica.

Key Responsibilities

- Assists in the Commitment Planning process and, in the determination, and classification of commitments according to the following categories:
 - Inescapable
 - Priority
 - Other

- Provides data that will assist management in the planning and utilization of available cash based on the level of outstanding commitments;
- Advises the Management Accountant of slow-moving activities from which funds can be wired to facilitate other activities/projects that are urgently in need of funding;
- Controls expenditure within the limits of the approved Budgets and warrant allocation;
- Receives commitment requisitions from Programme Managers;
- Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Ensures the proper maintenance of the Commitment and Vote Control Registers for the Department by ensuring that warrant allocation and commitments are posted correctly and in a timely basis;
- Submits Monthly Report to the Management Accountant on the position of un-discharged commitments;
- Provides data that will assist in the preparation of notes to the Appropriation Accounts and the Auditor General's Report;
- Prepares payment and journal vouchers on the Accounting System;
- Enters on accounting system allocation of monthly warrants for disbursement to respective programmes and activities;
- Provides data that will assist in the preparation of the Annual and Supplementary Estimates of Expenditure in accordance with GOJ timelines and standards;
- Submits Weekly Report on the status of advances to be cleared and lodgements outstanding;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Government Accounting and Financial Management Electronic System
- Working knowledge of the Financial Administration and Audit Act
- Good oral and written communication skills
- Excellent planning and organizing skills
- Good problem solving skills
- Skill in operating a computerized accounting system
- Works well in a team and as an individual

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND Government Accounting Levels 1,2 & 3; **or**
- BSc Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Monday, 27th March, 2023 to:**

**Director
Human Resource and Welfare Management and Administration
Institute of Forensic Science and Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacancies@ifslmja.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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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