



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 126
OSC Ref. C.4858⁴⁴

14th 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 fill/be assigned to following posts in the **Ministry of Agriculture and Fisheries**:

1. **Secretary 2 (OPS/SS 2) (Vacant) – Agricultural Marketing & Information/Agricultural Services Unit**, salary range \$1,124,500 – \$1,512,328 per annum.
2. **Secretary 2 (OPS/SS 2) (Not Vacant) - Facilities and Property Management Division/ Building and Property Maintenance Unit** salary range \$1,124,500 – \$1,512,328 per annum.
3. **Secretary 2 (OPS/SS 2) (Not Vacant) - Internal Audit Unit** salary range \$1,124,500 – \$1,512,328 per annum.

1. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Director, Stakeholder Liaison (GMG/SEG 3) and the Director, Agricultural Incentives (GMG/SEG 4), the Secretary 2 (OPS/SS 2) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Units.

Key Responsibilities

Professional/Technical:

- Takes dictation and reproduces letters, memoranda, Cabinet Notes/Submissions, certificates, Gazette Notices and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of Confidential Files;
- Sends faxes and makes photocopies of documents
- Maintains a diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant Officers or Office;
- Accesses and sends e-mail via Internet
- Directs telephone calls and messages
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Good teamwork and cooperation skills

Technical:

- Excellent secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Civil Works Engineer (SOG/ST 8), the Secretary 2 (OPS/SS 2), is responsible for providing secretarial services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

- Types letters, memoranda, bill of quantities, contracts and reports from draft notes;
- Transcribes and reproduces Minutes of meetings;
- Composes and types routine correspondence
- Receives and takes telephone messages and screens calls intended for Officers;
- Schedules appointments and arranges meetings
- Directs and screens visitors
- Maintains an efficient filing system
- Gathers information and compiles reports
- Monitors the Office Attendant
- Provides training to Work Experience students
- Undertakes research and distributes information to the relevant Officers;
- Accesses and forwards e-mails to the relevant officers
- Receives, forwards and directs fax to the relevant Officers
- Perform any other related duties which may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good problem solving and decision making skills
- Teamwork and co-operation
- Good planning and organizing skills
- Good time management skills

Technical:

- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;

- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

3. Secretary 2 (OPS/SS 2)

Job Purpose

Under the general direction of the Chief Internal Auditor, (FMG/AS 5), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial duties to the Chief Internal Auditor, Senior Auditors, Auditors and Assistant Auditors to assist the Division in achieving its mandate.

Key Responsibilities

Technical:

- Produces documents from drafts, using a Personal Computer and software such as Microsoft Word, Excel, etc.;
- Maintains proper filing system that facilitates easy retrieval of files;
- Answers the telephone, route calls and records messages;
- Records and transcribes Minutes of meetings for circulation;
- Maintains stock and distributes stationery to staff;
- Records incoming and outgoing mails for distribution;
- Checks incoming and outgoing electronic mails for correctness and brings to the attention of the Chief Internal Auditor;
- Prepares Monthly Attendance Report for submission to Human Resource Management Unit;
- Performances appraisals typed and submits to the Chief Internal Auditor;
- Maintains Appointment Diary of the Chief Internal Auditor
- Maintains the confidentiality, professionalism, and integrity of the Unit;
- Satisfies customers' requests;
- Performs other related functions assigned from time to time by the Chief Internal Auditor.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to use own initiative
- Integrity
- Compliance
- Methodical
- Good customer and quality focus skills
- Good teamwork and co-operation skills
- Good planning and organizing skills

Functional/Technical

- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures
- Competence in Microsoft Office Applications
- Knowledge of Office Procedures
- Knowledge of clerical filing

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

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

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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