



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. 92 **OSC Ref. C. 5851²⁰**

2nd 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 the following posts in the **Early Childhood Commission**:

1. **Senior Secretary (OPS/SS 3) (Not Vacant) - Regulation and Monitoring Division**, salary range \$1,370,094 - \$1,842,625 per annum.
2. **Data Entry Clerk (MIS/IT 1) (Not Vacant) - Sector Support Services Division**, salary range \$922,930 – \$1,241,238 per annum.

1. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Director, Regulation and Monitoring, the Senior Secretary is responsible for providing general administrative and secretarial support to the Director and the Department.

Key Responsibilities

Administrative/Secretarial:

- Prepares special and recurring Departmental Reports by gathering, compiling and typing data from various sources;
- Locates and compiles information and manipulates and/or formats reports, graphs, tables, records and other illustrations;
- Composes and types directives, bulletins, schedules, agendas and other documents;
- Types correspondence and reports from dictation or handwritten copy;
- Assists in the Organization of events and activities by scheduling rooms, issuing information, co-ordinating speakers and monitoring the Budget;
- Manages the Department Head's calendar and arranges tentative schedules;
- Makes arrangements for meetings; attends meetings and prepares and transcribes Minutes;
- Makes travel and accommodation arrangements as required;
- Answers the telephone, screens callers, and takes and relays messages;
- Opens, sorts and screens mail; drafts responses on matters for which Authority has been delegated;
- Arranges for the dispatch of outgoing mail;
- Orders office supplies for the Department and maintains all associated records.

Customer Service:

- Receives, greets and directs visitors to the Department;
- Receives complaints, questions and requests in person or by telephone; provides the necessary information where possible or refers persons to the relevant authorities.

Record Management/Maintenance:

- Maintains files/records including filing, retrieval, retention, storage, compilation, coding, updating and destruction;
- Performs any other related duties that may be assigned from time to time by the Director, Regulations and Monitoring.

Required Knowledge, Skills and Competencies

Core:

- Excellent shorthand/speedwriting and typing skills
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Good time management and organizing skills

- Ability to work with details
- Good judgment and initiative

Technical/Functional:

- Sound knowledge of office practices and procedures
- Good knowledge of departmental policies and procedures
- Knowledge of record keeping and records/file management techniques
- Knowledge of the operation of standard office equipment, including photocopiers, fax machines
- Sound knowledge of relevant computer packages including spreadsheet, word processing, presentation and drawing software

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

- Required to travel to meetings locally to take Minutes;
- May be required to work beyond normal hours from time to time to meet deadlines.

2. Data Entry Clerk (MIS/IT 1)

Job Purpose

Reporting to the Director, Sector Support Service, the Data Entry Clerk is responsible for providing data entry support to the Director and the Department.

Key Responsibilities

- Receives and process all Salary Subsidy applications;
- Supports the application process by inputting application data in the relevant computer applications;
- Informs the ECD Supervisors and Early Childhood Development Officers of the ECIs of approval of salary subsidy;
- Communicates with the Accounts Department until payment is made;
- Processes all PACE Canada donor support money receives/resources;
- Updates the PACE Canada President on payments;
- Writes monthly report on SS and PACE Canada;
- Monitors resources given to the Department for ECIs within the regions and ensures ECD Supervisors pick them up from ECC Head Office;
- Assists in the preparation of correspondence and reports to ECIs by typing, printing and packaging documents as requested;
- Batches, files documents and retrieves filed documents as requested;
- Perform any other related duties that may be assigned from time to time by the Director, Sector Support Service.

Required Knowledge, Skills and Competencies

Core:

- Teamwork and co-operation
- Goal/Results Oriented
- Customer focused

Functional/Technical:

- Sound knowledge of relevant computer applications and systems
- Proficiency in typewriting at a speed of 50 - 55 words per minute

Minimum Required Qualification and Experience

- Four (4) CXC passes at the General Proficiency Level, including English Language and Mathematics.

Applications accompanied by résumés should be submitted **no later than Wednesday, 15th March, 2023 to:**

**Manager, Human Resources and Administration
The Early Childhood Commission
Shops 45-49 Kingston Mall
8-10 Ocean Boulevard,
Kingston**

Email: application@ecc.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**