



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 168

OSC Ref. C. 6555¹⁵

18th April, 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 **Secretary 2 (OPS/SS 2)** in the **Department of Co-operatives and Friendly Societies/Inspectorate Unit – Hope Complex Office**, salary range \$1,272,269 - \$1,711,060 per annum.

Job Purpose

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Secretary 2 (OPS/SS 2), is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Receives and directs all telephone calls/to relevant officer;
- Disseminates information to internal/external customers;
- Screens and directs visitors to the appropriate officer;
- Monitors and requests files for relevant officer;
- Prepares and collates documents;
- Download emails and forwards to relevant officer;
- Ensures that documents and correspondence are photocopied;
- Receives and forwards fax as directed;
- Maintain an efficient Filing System;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Methodical
- Strong customer and quality focus skills
- Good problem solving and conflict management skills
- Ability to use own initiative

Functional/Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of computer applications
- Basic knowledge of Records Management

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, 1st May, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**