



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 196**  
**OSC Ref. C. 5850<sup>14</sup>**

**3<sup>rd</sup> May, 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 **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Executive Secretary 1 (OPS/SS 4) (Not Vacant) – Executive Management Branch**, salary range \$1,984,305 - \$2,668,670 per annum.
2. **Collections Officer (FMG/AT 1) (Vacant) – Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.

### **1. Executive Secretary 1 (OPS/SS 4)**

#### **Job Purpose**

The Executive Secretary is responsible for providing secretarial and administrative support services to the Honourable Minister.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Composes letters/memoranda from general instructions;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Responds to routine and other correspondence as directed;
- Reproduces manuscripts and briefs prepared by the Minister;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Assembles and disseminates information to internal and external personal as requested;
- Organizes meetings hosted by the Division/Minister;
- Prepares Agendas for meetings and organizes relevant information and documents;
- Receives/hosts visitors to the Division/Minister;
- Produces Minutes of meetings;
- Maintains schedules for routine and special appointments for the Honourable Minister advising of matters requiring prompt attention;
- Screens all visitors coming to the Division/Minister, making referrals to appropriate staff members;
- Makes travel arrangements and prepares itinerary for local and overseas business trips;
- Answers telephone, screens, directs and returns calls. Takes messages and giving information when necessary for the Division/Minister;
- Exercises judgment with respect to urgency, confidential status and relative importance of all inquiries or messages;
- Sends facsimile to various Ministries and Departments;
- Examines and assures quality of submissions to Cabinet on behalf of the Ministry and its portfolio Departments and Agencies;
- Copies and collates correspondence and distributes them to the various offices;
- Maintains an effective Filing System that allows security, and speedy retrieval of documents/information in accordance with established standards;
- Maintains inventory of stationery and equipment;
- Undertakes assignments specific to the Division/Unit assigned e.g. socials, showers, staff welfare functions planned and co-ordinated. Preparations for National and Regional Meetings;
- Maintains a Diary of the Honourable Minister's engagements and gives reminders of these appointments;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit;

- Maintains harmonious relations with staff members and external contacts.

### **Required Knowledge, Skills and Competencies**

- Excellent organizational skills
- Excellent oral and written communication skills
- Team-oriented with excellent interpersonal skills
- Confidential
- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications
- Knowledge of basic office management and records management
- Ability to interact with individuals from diverse cultural backgrounds

### **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 five (5) years' general office experience;

**OR**

- Graduation 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 five (5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficiency 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

## **2. Collections Officer (FMG/AT 1)**

### **Job Purpose**

Responsible for the collection and lodgment of all monies, the dispatch of cheques and the maintenance of petty cash imprest.

### **Key Responsibilities**

#### ***Technical/ Professional:***

- Collects funds, issues receipts and makes lodgements to the relevant bank accounts;
- Prepares and issues receipts for cash and cheques collected ensuring that the amounts received are correct and receipt is properly drawn;
- Lodges amounts received promptly to the relevant bank account;
- Posts and balances Receipts Cash Book daily;
- Maintains custody of cheques and valuables;
- Issues cheques to payees upon proper identification;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques.
- Maintains Petty Cash Imprest, making authorised Petty Cash payments and obtains Petty Cash reimbursements when necessary;
- Prepares Individual Work Plan based on strategic alignment with Division's Operational Plan for review by Appraiser.

### **Required Knowledge, Skills, and Competencies**

- Excellent interpersonal and customer service skills
- Good team skills
- Knowledge of cashiering

**Minimum Required Qualification and Experience**

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting Level 1; **or**
- Completion of first year of the in B.Sc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Tuesday, 16<sup>th</sup> May, 2023 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megic.gov.jm](mailto:human.resources@megic.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**