



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 217
OSC Ref. C.6555¹⁵

11th 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 fill the **vacant** post of **Senior Secretary (OPS/SS 3)** in the Department of **Co-operatives and Friendly Societies, Ministry of Industry, Investment and Commerce**, salary range \$1,550,136 - 2,084,761 per annum.

Job Purpose

Under the direct supervision of the Director, Policy, Research, Training and Development (GMG/SEG 4), the Senior Secretary (OPS/SS3) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Division.

Key Responsibilities

- Takes dictation and reproduces letters, memoranda and reports from draft;
- Attends meetings to record Minutes and reproduce 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
- Makes photocopies and faxes documents;
- Maintains Diary and schedules appointments and meetings;
- Received 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.

Required Knowledge, Skills, and Competencies

Core:

- Good written and oral communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Methodical
- Good customer and quality focus skills
- Good problem solving and conflict management skills

Functional/Technical:

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.
- Sound knowledge of web-based research techniques
- Proficiency in the relevant software applications.
- Proficiency in shorthand at a speed of 100-120 w.p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m

Minimum Required Qualification and Experience

- CXC/GCE O' Level English Language;
- Successful completion of the Certificate in Administrative Management – Level 2 at the Management Institute for National Development (MIND).
- Proficiency in typewriting at 50-55 words per minute.
- Shorthand 100-120 words per minute
- 4-5 years general office experience

OR

- Successful completion of the Certified Professional Secretary Course
- English Language at CXC/GCE 'O' level
- Successful completion of the CAM 2 course at the Management Institute for National Development (MIND)
- 4-5 years general office experience
- Proficiency in typewriting at 50-55 words plus shorthand 100-120 wpm
- Training in the relevant software applications e.g. Word Processing, Database and Spreadsheet

OR

- Graduate from an accredited school of Secretarial Studies
- Proficiency in typewriting at 50-55 words plus shorthand 100-120 words per minute
- Training in the relevant software applications e.g. Word Processing, Database and Spreadsheet
- 4-5 years general office experience

Special Conditions Associated with The Job

- May be required to work beyond normal working hours
- Sitting and using a computer for long periods.

Applications accompanied by résumés should be submitted **no later than Wednesday, 24th May, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and 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**