



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 221
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17th 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/be assigned to the following posts in the **Ministry of Transport and Mining**:

1. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.
2. **Senior Secretary (OPS/SS 3) – (Not Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.
3. **Collections and Disbursement Officer (FMG/AT 1) – (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Senior Secretary (OPS/SS 3)

Job Purpose

To provide general secretarial Services to the Director, Corporate Planning and Performance Monitoring in order to facilitate the smooth operations of the Unit. To provide efficient and effective administrative support services to the Unit so as to ensure the efficiency and effectiveness of the Unit and its staff.

Key Responsibilities

- Types and prepares correspondence, reports and documents for the Director, Corporate Planning and Performance Monitoring;
- Takes dictation and Minutes of meetings and transcribes;
- Prepares agendas for meetings and organizes relevant information and documents;
- Actions routine correspondence in accordance with guidelines given;
- Ensures that all documents leaving the desk of the Director, Corporate Planning and Performance Monitoring are adequately prepared and dispatched;
- Maintains diary of meetings/appointments for the Director, Corporate Planning and Performance Monitoring;
- Receives and processes incoming mails;
- Establishes and maintains a filing and record keeping system to facilitate easy access;
- Receives and makes telephone calls for the Director, Corporate Planning and Performance Monitoring;
- Telefaxes and makes photocopies of documents as necessary;
- Performs other related duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent planning and organizing skills
- Good teamwork and co-operation
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent customer service skills
- Good time management skills

Technical:

- Proficiency in Microsoft Office
- Ability to maintain calendars and schedule appointments
- Excellent knowledge of Office Practices and Procedures

- Working knowledge of Government Operations and Protocol
- Proficiency in typing/ shorthand/speedwriting
- Excellent records management skills
- Consistently approaches work with energy and a positive constructive attitude
- Able to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- Four (4) or more CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), 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

- 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 spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Secretarial Seminar at Management Institute for National Development (MIND) plus four to five (4-5) 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; training in the use of a variety of computer software applications and four to five (4-5) years general office experience plus the appropriate Secretarial Seminar at Management Institute for National Development (MIND).

2. Senior Secretary (OPS/SS 3)

Job Purpose

To provide general secretarial and administrative support services to the Senior Director, Transport Policy in order to facilitate the efficient and effective operations of the Unit and its staff.

Key Responsibilities

- Types and prepares correspondence, reports and documents for the Senior Director, Transport Policy (International and Land) (SDTP);
- Takes dictation and Minutes of meetings and transcribes;
- Prepares agendas for meetings and organizes relevant information and documents;
- Drafts correspondence based on general directives from the SDTP;
- Actions routine correspondence in accordance with guidelines given;
- Ensures that all documents leaving the SDTP's Office are adequately prepared and dispatched;
- Maintains calendar of meetings/appointments for the SDTP;
- Records incoming and outgoing correspondence, using the Mail Monitoring System;
- Establishes and maintains a filing and record keeping system to facilitate easy access;
- Receives and makes telephone calls for the SDTP;
- Liaises with contacts established within the Agencies or other interest groups as required;
- Telefaxes and makes photocopies documents as necessary
- Performs other related duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills, and Competencies

Technical:

- Excellent Records Management skills
- Excellent knowledge and use of computer applications – Microsoft Word, Excel, PowerPoint, Publisher and Access etc.
- Ability to maintain calendars and schedule appointments
- Excellent knowledge of Government operations and protocol
- Very good typing skills
- Ability to speed write, record minutes, and transcribe meeting minutes
- Consistently approaches work with energy and a positive constructive attitude

Core:

- Ability to communicate effectively, both orally and in writing
- Excellent Presentation skills
- Excellent Planning and Organizing skills
- Good Interpersonal skills
- Good Customer and Quality Focus skills
- Good Time Management skills
- Initiative

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), 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

- 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 spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND) plus four to five (4-5) 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 computer 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 (MIND).

3. Collections and Disbursement Officer (FMG/AT 1)**Job Purpose:**

The incumbent will be responsible for the collection and lodgement of all monies, the dispatch of cheques and the maintenance of petty cash imprest.

Key Responsibilities:

- Collects funds, issues receipts and makes lodgements to the relevant bank accounts;
- Receives cash/cheque payments, classifies funds received then insert details on the Financial Management Information System (GFMIS) system;
- Ensures that monies received are correct;
- Generates receipts for all collections;
- Lodges amounts received promptly to the relevant bank account;
- Balances Receipts Cash Book on a daily basis;
- Maintains custody of cheques and other valuables;
- Issues cheques to payees upon presentation of proper identification;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques;
- Classifies receipts using GOJ Chart of Accounts;
- Maintains Petty Cash Imprest, making authorized petty cash payments and obtain petty cash reimbursements when necessary;
- Performs any other duties assigned from time to time.

Required Competencies***Technical***

- Knowledge of Financial Management Information System (GFMIS); data entry and operational procedures.
- Knowledge of GOJ accounts classification codes

Core

- Good organizing skills
- Good communication and interpersonal skills
- Good problem solving skills
- Excellent team skills
- Good work attitude
- Ability to cope well under pressure and meet deadlines

Minimum Required Education 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 1; **or**
- Completion of first year 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.

Specify Licensing or Certification Necessary for The Job:

- Must be permanently appointed in the Government Service

Applications accompanied by résumés should be submitted **no later than Tuesday, 30th May, 2023 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**