



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 258

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9th June, 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 **Executive Secretary 1 (OPS/SS 4)** in the **Prime Minister's Support Unit, Office of the Prime Minister (OPM)**, salary range \$1,984,305 – \$2,668,670 per annum.

Job Purpose

Provides secretarial and administrative support to the Chief of Staff and the Prime Minister's Support Unit for the efficient operation of the Prime Minister's Support Unit.

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Reproduces Manuscripts and Briefs prepared by the Chief of Staff;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Researches issues and compiles reports on findings as requested;
- Gathers and disseminates information to internal and external personnel as requested;
- Determines the nature of enquiries/requests and refers persons/callers to the appropriate personnel;
- Organizes meetings hosted for the Chief of Staff and also for the Prime Minister's Support Unit;
- Prepares Agendas for meetings and organise relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Maintains schedules of routine and special appointments for the Chief of Staff advising of matters requiring prompt attention;
- Receives and makes telephone calls for the Chief of Staff;
- Receives/hosts visitors to the Chief of Staff;
- Establishes and maintains an effective filing system for the control and safe keeping of classified and confidential documents and reports and facilitates easy retrieval of documents/information;
- Maintains adequate supply of stationery and other office supplies for the Prime Minister's Support Unit;
- Assists in preparation and collection of standard reports;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Sound judgement, decision-making and problem solving skills
- Strong research and analytical skills
- Ability to work on own initiative and under pressure;
- Excellent note taking skills
- Knowledge of office practice and procedures
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint) and other computer applications.

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.

Special Conditions Associated with Job

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Thursday, 22nd June, 2023 to:**

**Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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**