



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 255**

**OSC Ref. C.6495<sup>3</sup>**

**8<sup>th</sup> 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/be assigned to the following posts in the **Institute of Forensic Science and Legal Medicine**:

1. **Forensic Secretary (OPS/SS 3)– (Vacant)**, salary range \$1,550,136 – \$2,084,761 per annum.
2. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$1,550,136 – \$2,084,761 per annum.

### **1. Forensic Secretary (OPS/SS 3)**

#### **Job Purpose**

The incumbent is responsible for performing all administrative and secretarial duties required by the Director, Biology, in accordance with established standards and procedures.

#### **Key Responsibilities**

##### ***Technical:***

- Prepares certificates using File Maker;
- Transfers data from the exhibit form in to the Statistic Log Book;
- Embosses completed cases using the embossed machine;
- Backs up data system and prepares Monthly Report for Crime Observatory;
- Records dictation from the Director and reproduces, by word processing, all dictated notes;
- Types all manuscripts prepared by the Director;
- Drafts and verifies confidential correspondences, reports and other administrative documents prepared for the signature of the Director to ensure that they are accurate and complete and, where necessary, initiates corrective action;
- Liaises with Government/Public Sector & Private Sector associates locally and overseas in the exchange of data;
- Conducts research and sources information;
- Distributes and maintains adequate stationary supplies for the Department;
- Screens telephone calls for the Director and other officers in their absence;
- Records telephone messages and ensures that they are promptly delivered;
- Maintains a daily diary of appointments for the Director and ensures that it is kept up to date;
- Maintains an efficient filing system;
- Establishes and maintains a system of control for policy, classified and confidential documents held by the Director. Controls and monitors all documents and files entering and leaving his/her Office;
- Maintains up-to-date Monthly Report files by:
  - ✓ Collating, filing, and bringing these reports to the attention of the Director
  - ✓ Assisting the Director to compile Progress Reports, Annual Report & Annual Performance Reports
  - ✓ Distributes copies of these reports to the Director;
- Co-ordinates the routine functions of the Office of the Director, to facilitate the availability of information in a timely manner;
- Arranges Staff Meetings, as required by the Director, by:
  - ✓ Preparing notices of such meetings for distribution to staff concerned
  - ✓ Receiving notices of topics to be discussed
  - ✓ Preparing agenda for meetings
  - ✓ Recording notes and preparing Minutes of such meetings;
- Circulates, or ensures the circulation of, memoranda, circulars, magazines, and other documents within the Department;
- Performs other related duties as may be assigned by the Director from time to time.

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

### ***Core***

- Advanced word processing skills
- Excellent Interpersonal skills
- Communicate effectively
- Plan and organize
- Manage interpersonal communication & relationship skills
- Advanced time management and organizational skills

### ***Technical***

- Advanced knowledge of computerized management and the relevant computer applications
- Planning and organizing skills
- Excellent knowledge of Records Management and Office Procedures
- Time management and organizational skills

## **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).

## **Special Conditions Associated with The Job**

- Prolonged use of computer

## **2. Senior Secretary (OPS/SS 3)**

### **Job Purpose**

Under the general direction of the Director, Human Resource and Welfare Management the incumbent is responsible for organizing and administering all activities related to the Unit; ensures that the secretarial work and clerical duties are carried out promptly and efficiently; contacts are maintained with persons and groups critical to the successful implementation of the Unit's programmes and activities.

### **Key Responsibilities**

#### ***Administrative***

- Prepares letters and memoranda for the Unit as directed;
- Meets, greets and assists clients and visitors via the telephone and in person;
- Attends meetings directed by the Director, HR&WM;
- Maintains office supplies inventory by checking stock to determine inventory level;
- Anticipates needed supplies, evaluates new office products, places and expedites orders;
- Maintains shared electronic folders containing calendar and contacts in Microsoft Outlook programme to ensure co-ordination;
- Prepares reports by collecting and analyzing information;

- Works closely with staff in the Unit to follow up on assignments/tasks, appointment letters or any other documents prepared for the signature of the Director or otherwise;
- Participates in the preparation of the Unit's Corporate and Operational and Annual Budget by using Microsoft Excel or any other related software;
- Keeps the Director up-to-date on the status of Project Assignments, and Annual Reports;
- Handles routine correspondence on behalf of the Director by retrieving and sending correspondence from intranet and internet;
- Maintains staff confidence and protect operations by keeping information confidential;
- Manages the Conference Room Log Book;
- Manually logs receipt and dispatch of correspondence.

#### ***Technical***

- Ensures that all correspondence of a general or routine nature is received by the Director, Human Resource & Welfare Management in a timely manner;
- Conducts research and prepares draft responses to certain correspondence for vetting by the Director;
- Keeps abreast of the progress of activities within the Institute, providing background information, as well as preparing the Director for participation in meetings;
- Organizes meetings for the Director;
- Disseminates circulars/information to members of staff;
- Assist with the inputting of information into Myhr+;
- Performs any other related duties delegated by the Senior Director.

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

##### ***Technical:***

- Sound command of the English Language
- Good records maintenance skills
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines
- Use of technology (relevant computer applications – Microsoft Office Software)

##### ***Core:***

- Good Oral and Written communication
- Customer and quality focus
- Problem solving and decision making
- Team work and co-operation
- Takes Initiative
- Planning and organizing
- High Level of Integrity
- Compliance
- Excellent Interpersonal skills

#### **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).

Applications accompanied by résumés should be submitted **no later than Wednesday, 21<sup>st</sup> June, 2023 to:**

**Director, Human Resource and Welfare Management (Acting)  
Institute of Forensic Science & Legal Medicine  
2½ Hope Boulevard  
Kingston 6**

Email: [vacancies@ifslmja.gov.jm](mailto:vacancies@ifslmja.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**