



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 265
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13th 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 following **vacant** posts in the **Ministry of Industry, Investment and Commerce**:

1. **Inventory Officer (PIDG/RIM 3) – Office Management and General Services Branch**, salary range \$1,984,305 – \$2,668,670 per annum.
2. **Secretary 2 (OPS/SS 2) – Department of Co-operative and Friendly Societies/ Inspectorate Unit (Hope Complex Office)**, salary range \$1,272,269 – \$1,711,060 per annum.

1. **Inventory Officer (PIDG/RIM 3)**

Job Purpose

Under the direct supervision of the Director, Office Management and General Services (GMG/SEG 2), the Inventory Officer (PIDG/RIM 3) is responsible to maintain proper inventory records of the Ministry's furniture, equipment and assets. The officer is also responsible for identifying and recommending to the relevant authorities equipment, furniture and assets to the relevant authorities.

Key Responsibilities

Technical/Professional:

- Identifies, records and ensures that all Government furniture, equipment and other assets are inventoried;
- Maintains and secures all Inventory Records in the Ministry;
- Monitors location of all furniture, equipment and Government assets;
- Develops and maintains Inventory Records of furniture, equipment and assets of the Ministry;
- Identifies and recommends all repairs and board of survey to the relevant authorities;
- Installs and maintains all location records within the Ministry;
- Updates Office Machinery and Equipment Maintenance Records
- Updates Master Inventory Records electronically and manually;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and assets;
- Prepares report on all equipment and furniture that are to be repaired and Board Of Surveyed;
- Arranges all activities associated with the maintenance of office furniture and equipment;
- Checks, collects and records goods/supplies purchased within the specified time frame;
- Obtains signatures for good/supplies received and issued;
- Obtains proper documentation prior to receipt of goods/supplies;
- Checks, issues and records all goods/supplies issued;
- Receives, distributes and maintains records of goods/supplies;
- Maintains an inventory of the Ministry's key;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good interpersonal skills
- Teamwork and co-operation
- Ability to use own initiative
- Integrity

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures

- Ability to clean and organize office
- Basic knowledge of landscaping
- Strong knowledge of lawn and garden maintenance
- Ability to follow instructions
- Care of government assets
- Ability to execute minor repairs to furniture and equipment
- Ability to lift furniture/equipment

Minimum Required Qualification and Experience

- Successfully completed five (5) subjects in CXC/GCE O' Level inclusive of Mathematics/Accounts and English Language;
- Three (3) years work related experience;
- Training in Level 1 Supplies Management would be an asset.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Secretary 2 (OPS/SS 2), is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Receives and directs all telephone calls/to relevant officer;
- Disseminates information to internal/external customers;
- Screens and directs visitors to the appropriate officer;
- Monitors and requests files for relevant officer;
- Prepares and collates documents;
- Download emails and forwards to relevant officer;
- Ensures that documents and correspondence are photocopied;
- Receives and forwards fax as directed;
- Maintain an efficient Filing System;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Functional/Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of computer applications
- Basic knowledge of Records Management

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND).

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;

- At this level, Shorthand at a speed of 80-100 words per minute would be an asset. Applications accompanied by résumés should be submitted **no later than Monday, 26th June, 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**