



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 324**  
**OSC Ref. C. 6276<sup>14</sup>**

**20<sup>th</sup> July, 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 Administrative Officer (Level 12) (Band 8)** in the **Finance Department, Rural Water Supply Limited (RWSL)**, salary range \$3,770,761 - \$5,071,254 per annum.

**Job Purpose**

The incumbent is responsible for administering a unique blend of qualities: highly confidential, exceptional communication, writing and interpersonal skills; the ability and willingness to function in a collaborative and collegial environment; sensitivity to others; uncompromising integrity; intellectual curiosity; balanced judgment; and an ability to generate trust and build alliances with co-workers.

**Key Responsibilities**

- Provides Administrative support to Finance Manager;
- Logs all incoming Engineering Certificates, invoices, and Purchase Orders;
- Receives letters, memorandum, and request for the Department;
- Drafts/prepares responses for letters/memorandum;
- Dispatches correspondences and invoices for the Department;
- Sends email or call to advice on payments status;
- Prepares monthly Staff Deduction letters for banks, insurance company etc.;
- Liaises with internal and external stakeholders, such as Ministries, Agencies, Financial Institutions and customers;
- Maintains an effective Filing System;
- Contributes to team effort by accomplishing related results as needed;
- Records and transcribes Minutes of meeting;
- Manages/Monitors the procurement request for the Department;
- Performs any other related duties as directed by the Head of Department.

**Required Knowledge, Skills, and Competencies**

***Technical:***

- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint and Database).

***Core:***

- Good oral and written communication skills
- Good human relations skills
- Good time management skills
- Good customer relations skills

**Minimum Required Qualification and Experience**

- BSc. in Administration Management or its equivalent;
- Five (5) years' experience as an administrative professional.

Applications accompanied by résumés should be submitted **no later than Thursday, 3<sup>rd</sup> August, 2023 to:**

**Manager, Corporate Services  
Rural Water Supply Limited  
3<sup>rd</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Email: [info@rws.gov.jm](mailto:info@rws.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer