



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 299**

**OSC Ref. C. 4858<sup>45</sup>**

**6<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 Secretary (OPS/SS 3)** in the **Finance and Accounts Division (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary range \$1,550,136 - \$2,084,761 per annum (Pay Band 4).

### **Job Purpose**

Under the direct supervision of the Director, Account Payables and Payroll (FMG/PA 4), the Senior Secretary 3 (OPS/SS 3) is responsible for professional Secretarial services to support the operations of the Division.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Reproduces various documents from drafts prepared by the Director using a personal computer;
- Maintains Filing System and ensures that files are readily available upon request by Director;
- Prepares, records and dispatches outgoing mails;
- Ensures that incoming mails are sorted, recorded and dispatched to relevant officers;
- Receives and makes telephone calls, directs incoming calls and takes and delivers messages to relevant officers;
- Receives/Hosts and directs visitors to Officers;
- Makes photocopies of documents and faxes documents as requested by Director;
- Copies/Scans and sorts Payables and Payroll documents and circulars for Units for general distribution;
- Prepares and updates Minute Sheets for all transaction files;
- Maintains e-mail accounts for the Division by monitoring, collecting and delivering messages;
- Monitors documents submitted electronically; prints/brings to the attention of the Director for appropriate action to be taken;
- Types Individual and Unit Work Plans from drafts;
- Records and generates Minutes of meetings;
- Schedules and arranges meetings;
- Assists in preparing standard weekly/monthly/quarterly reports for submission to Principal Finance Officer and Ministry of Finance and the Public Service;
- Performs any other related duties that may be assigned from time to time by Director, Payables and Payroll or Principal Finance Officer.

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

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

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer and quality focus skills
- Good time management skills
- Good problem-solving and conflict-management skills

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

- Proficiency in relevant Software Applications
- Sound knowledge of web-based research techniques
- Good knowledge of the operations of Government/Ministry's policies and procedures

### **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 four to five (4-5) years' general office experience;  
**OR**
- Graduated 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 four to five (4-5) years' general office experience;  
**OR**
- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Friday, 14<sup>th</sup> July, 2023 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6**

E-mail: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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**