



CIRCULAR No. 336
OSC Ref. C.4858⁴⁴

24th 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 be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Secretary (OPS/SS 3) – (Not Vacant) Public Gardens Division**, salary range \$1,550,136 – 2,084,761 per annum.
2. **Secretary (OPS/SS 2) – (Not Vacant) Organizational Development Unit**, salary range \$1,272,269 – 1,711,060 per annum.

1. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Superintendent (SOG/ST 8), the Senior Secretary (OPS/SS 3) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Branch.

Key Responsibilities

Management/Administrative

- Takes dictation and reproduces letters, memoranda, cabinet notes/submissions, certificates, gazette notices, and reports from draft;
- Attends meetings to record Minutes and reproduce same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Faxes/makes photocopies of documents;
- Maintains diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Research, assembles, and disseminates information to internal and external personnel as requested;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal skills
- Good teamwork and cooperation skills
- Good oral communication skills
- Good written communication skills
- Excellent customer and quality focus skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills.
- Good conflict-management skills

Technical:

- Proficiency in shorthand at a speed of 100-120 w.p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques

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

Minimum Required Qualification and Experience

- CXC or GCE O' Levels 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 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 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 spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 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 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- May be required to work beyond normal office hours.

2. Secretary (OPS/SS 2)

Job Purpose

Under the direct supervision of the Director, Organizational Development (GMG/SEG 3), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

Management/Administrative:

- Retrieves and forwards Job Descriptions as requested to the relevant officers;
- Types letters, memoranda, Workplans, Performance Reviews and Job Descriptions as directed;
- Transcribes and reproduces Minutes of meetings for circulation;
- Logs all incoming and outgoing correspondence and distributes same;
- Updates databases;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains an efficient filing system;
- Manages the Unit's Help Desk;
- Gathers information and compiles reports;
- Undertakes research and distributes information to the relevant officers;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Produces and submits the Unit's and Individual Monthly Reports;
- Gathers information and compiles Output Focused Job Descriptions;
- Retrieves and input data electronically for training needs and submits to Human Resource Development;
- Satisfies internal and external customers;
- Perform any other related duties which may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good teamwork and co-operation
- Good planning and organizing skills
- Exercise confidentiality, professionalism and Integrity
- Compliance
- Good time management skills
- Good problem solving and conflict management skills

Technical:

- Excellent secretarial skills
- Proficiency in the relevant computer applications
- Proficiency in Shorthand at a speed of 80-100 w.p.m.
- Proficiency in typewriting at a speed of 40-45 w.p.m.
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

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

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th August 2023 to:**

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

Email: 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**