



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No.344

OSC Ref. C. 4858⁴⁵

10th August, 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 **Secretary 2 (OPS/SS 2)** in the **Technical Services Directorate, Ministry of Agriculture, Fisheries and Mining**, salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

Under the supervision of the Technical Co-ordinator (GMG/SEG 2), the Secretary (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Directorate.

Key Responsibilities

Technical/Professional:

- Types letters, memoranda, reports and other documents from handwritten notes, drafts or dictation;
- Prepares/types and collates Reports, Briefs, Submissions and other documents for submission;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Conducts pertinent research and collates information/reports for submission;
- Receives and directs all telephone calls to relevant officers;
- Disseminates information to internal/external customers;
- Receives, screens and answers general enquiries, and directs visitors to the appropriate officers;
- Composes and types routine correspondence;
- Responds to general/routine queries and correspondence;
- Monitors and requests files for relevant officers;
- Downloads e-mails and forwards to relevant officers;
- Ensures that documents and correspondence are photocopied;
- Receives and forwards fax as directed;
- Maintains an efficient filing system;
- Manages and dispatches the stationery inventory;
- Arranges meetings;
- Maintains appointment schedules/diaries for Technical Director and Co-ordinator;
- 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
- Excellent customer and quality focus skills
- Good problem solving and decision making skills
- Good teamwork and co-operation skills
- Good planning and organizing skills
- Strong integrity
- Methodical
- Compliance

Technical:

- Excellent research skills
- Good secretarial skills
- Good working knowledge of Records Management
- Proficiency in the use of relevant software applications
- Proficiency in typewriting at a speed of 50-55 w.p.m.

- Proficiency in speedwriting/shorthand at 100 or more words per minute.
- 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 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.

Special Conditions Associated with The Job

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 23rd August, 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

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**