



Office of the Services Commissions

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CIRCULAR No. 369 **OSC Ref. C. 6555¹⁵**

15th September, 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/fill the following posts in the **Policy, Planning, Projects and Research, Division Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Administrative Officer (GMG/AM 3) (Not Vacant)**, salary range \$1,984,305 - \$2,668,670 per annum.
2. **Senior Secretary (OPS/SS 3) (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Administrative Officer (GMG/AM 3)

Job Purpose

Under the direction of the Principal Director - Policy, Planning, Projects and Research, provides administrative/technical duties to the Division (including the Senior Economist, Corporate Planner, Research Officer as required).

Key Responsibilities

Management/Administrative:

- Collates from various Divisions of the Ministry and Agencies, information which the Division may need for reports;
- Develops and maintains confidential databases;
- Acts as a focal point for the dissemination of information within the Division;
- Provides support to the Division for meetings and events planning;
- Attends where necessary meetings, workshops/seminars and conferences;
- Assists in preparing the Monthly Ministerial Report.

Professional/Technical:

- Organizes, monitors and updates planned programmes, activities and appointments;
- Prepares a range of official and routine documents including Ministry papers, submissions, notes, reports and correspondence;
- Conducts research, compiles and provides information/files as required;
- Co-ordinates meetings convened by the Senior Director, Corporate Planner and Senior Economist including planning Attendance Rosters;
- Prepares/compiles appropriate meeting documents and ensures follow through with post-meeting actions and decisions;
- Assists in maintaining effective liaisons with Ministry Personnel, Agencies, Sector interests and external organizations;
- Compiles Quarterly Reports from Agencies and Divisions for submission to the Minister/ Permanent Secretary/ Director General.

Required Knowledge, Skills and Competencies

- Sound background in administrative/office management
- Knowledge of secretarial practices and procedures
- Good multitasking skills
- Knowledge of the policies, programmes and procedures of the Government and of general Ministry/Departmental operations
- High quality of output, integrity and teamwork
- Ability to transcribe material in a clear, accurate and acceptable form
- Good interpersonal skills/ability to work well with others
- Good oral and written communication skills

Minimum Required Qualification and Experience

- First Degree in Public Sector Management or a relevant field would be an asset;
- One (1) year working experience as an Administrative Officer or equivalent would be an asset.

Special Conditions Associated with the Job

- Working conditions are normal for an office environment.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Principal Director, the Senior Secretary is responsible for providing secretarial and support services to the Policy, Planning, Projects and Research Division Unit and other members of staff to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Acts as a point of contact for internal/external clients;
- Transcribes and reproduces Minutes of meetings;
- Composes and reproduces letters, memoranda and reports;
- Types and prepares various documents for information;
- Maintains a Filing System for the Unit;
- Ensures the confidentiality and security of data and information;
- Receives and makes telephone calls and translates messages;
- Ensures that messages are received and delivered;
- Schedules appointments and arranges meetings;
- Monitors and maintains the Attendance Register and Leave of Absence Cards;
- Maintains and updates records and Filing System;
- Screens and directs visitors to the relevant Officers;
- Records and dispatches incoming and outgoing mails;
- Types, copies and files, analytical reports, documents and other papers;
- Accesses and forwards emails to the relevant officers;
- Receives, forwards and directs faxes to the relevant officers.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills
- Excellent customer and quality focus skills
- Good problem solving and decision-making skills
- Methodical

Technical:

- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/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.

Applications accompanied by résumés should be submitted **no later than Thursday, 28th September, 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**