



Office of the Services Commissions

(Central Government)

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28th 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 the post of **Executive Secretary 2 (OPS/SS 5) (Not Vacant)** in the **Executive Office, (Cabinet Secretary's Office), Office of the Cabinet**, salary range \$2,478,125 - \$3,332,803 per annum.

Job Purpose

The Executive Secretary 2 provides administrative and secretarial support to the Permanent Secretary/Cabinet Secretary for the effective and efficient operations of the Executive Office (Cabinet Secretary's Office).

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail);
- Establishes and maintains a system for control and safe keeping of classified, secret and confidential documents and reports;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Assembles and disseminates information to internal and external personnel as requested;
- Researches issues and certain situations, compiles reports and present findings, advice and recommendations on the matters under review;
- Compiles, formats and proof-reads reports;
- Liaises with, and responds, as necessary, to stakeholders and external clients;
- Schedules and prioritizes the engagements and appointments for the Cabinet/Permanent Secretary;
- Co-ordinates preparation for the Cabinet/Permanent Secretary's overseas travel ensuring that all necessary arrangements - travel, accommodation, technical documents/papers are in place;
- Receives and makes telephone calls for the Cabinet/Permanent Secretary;
- Receives/hosts visitors to the Cabinet/Permanent Secretary;
- Organizes business and social functions on behalf of the Cabinet/Permanent Secretary;
- Organizes logistic arrangements for meetings/functions hosted by the Cabinet/Permanent Secretary (booking of rooms, preparing related documents including Agendas, requesting refreshment etc.) and on the day of the event, ensures all arrangements are in place;
- Prepares Agendas for meetings and organises relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Establishes and maintains an effective filing system for the control and safe;
- keeps classified and confidential documents.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Excellent judgement, decision-making and problem-solving skills
- Excellent time management, planning and organizing skills
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Ability to work on own initiative and under pressure
- Excellent note taking and Minute writing skills
- Knowledge of office practice and procedures
- Proficiency in the use of computers as well as computer applications especially Microsoft Office Suite (Word, Excel, PowerPoint)

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 seven (7) 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 seven (7) years' general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency 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 seven (7) 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 Wednesday, 11th October, 2023 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**