



## Office of the Services Commissions

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### **CIRCULAR No. 371** **OSC Ref. C.6555<sup>15</sup>**

**18<sup>th</sup> 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 fill the vacant post of **Senior Secretary (OPS/SS 3)** in the **Department of Co-operatives and Friendly societies/Inspectorate Section – (Hope Complex), Ministry of Industry, Investment and Commerce**, salary range \$1,550,136 - \$2,084,761 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Inspectorate (GMG/SEG 4), or Regional Manager (GMG/SEG 3), the Senior Secretary (OPS/SS 3) is responsible for providing administrative/secretarial support services to the Director of Inspectorate and Staff of the Inspectorate Section in order to enhance smooth function and timely communication links within the Department with two (2) outstation officers and with its external clients.

#### **Key Responsibilities**

- Takes and transcribes Minutes of monthly Section Meetings, Stakeholder Meetings, meetings with societies/organizations and circulates to relevant persons;
- Attends meetings to record Minutes and reproduce same for circulation;
- Circulates Work Programmes to Section's staff;
- Schedules appointments, arranges meetings and maintains calendar of events for Director/Manager and Section staff;
- Reports to Director on issues relating to the section's staff welfare such as leave entitlement etc.;
- Responds to routine and other correspondence;
- Processes reports, letters and other documents for dispatch to internal and external clients;
- 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;
- Requests, receives and transmits confidential information in a professional manner;
- Liaises with the Registry and other Sectional Heads in the retrieval of files and correspondence for the Section's staff;
- Assembles and disseminates information to internal and external personnel as requested
- Maintains and controls accurate Leave of Absence Cards and files for Sick Leave Records for the Section in order to provide data to the Director/Manager;
- Prepares and maintains adequate supply of official forms for the use of all officers in the Section;
- Maintains communication with outstation officers to ensure they are kept up-to-date with affairs of the Section/Department;
- Creates and maintains relevant database to track the Section's progress in relation to its core functions;
- Faxes/photocopies documents;
- Received and screens visitors and ensures that they are directed to the relevant officers or office;
- Access and send e-mail via internet;
- Directs telephone calls and messages;
- Exhibits professionalism, tact, diplomacy, confidentiality and integrity to promote good working relationship among staff members;
- Follow-up on assignments at the Director/Regional Manager's Desk;
- Prepares Monthly Productivity and Achievement Reports;
- Undertakes secretarial/administrative duties in the absence of other Section's secretary.

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

##### **Core:**

- Good oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills

- Good interpersonal skills
- Methodical
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Integrity
- Social skills

***Functional/Technical:***

- Knowledge of the operations of Government/ Ministry's policies and procedures
- Excellent knowledge of office practice and procedures
- Sound knowledge of web-based research techniques
- Proficiency in the relevant software applications
- Proficiency in shorthand at a speed of 100-120 w.p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m.

**Minimum Required Qualification and Experience**

- Two (2) or more CXC/GCE O' Levels (or equivalent) including English Language;
- Successful completion of the Certified Administrative Management – Level 2 Course at the Management Institute for National Development MIND;
- Four-five (4-5) years general office experience.

**OR**

- Graduate from an accredited school of secretarial studies;
- Successful completion of the Certified Administrative Management – Level 2 Course at the Management Institute for National Development MIND;
- English Language at CXC/GCE O' Level ;
- Four-five (4-5) years general office experience.

**OR**

- Successful completion of the Certified Professional Secretary Course;
- Training in the use of a variety of computer software applications;
- Successful completion of the Certified Administrative Management – Level 2 Course at the Management Institute for National Development MIND;
- Four-five (4-5) years general office experience.

**Special Condition Associated with the Job**

- May be required to work beyond normal working hours for the completion of priority projects.

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> 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](mailto: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**