



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 402** **OSC Ref. C. 4858<sup>46</sup>**

**28<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 following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Administrative Assistant (GMG/AM 2) – Communication and Public Relations Unit, (Hope Gardens Location)**, salary range \$1,550,136 – 2,084,761 per annum.
2. **Senior Secretary (OPS/SS 3) – Finance and Accounts Division**, salary range \$1,550,136 – 2,084,761 per annum.

#### **1. Administrative Assistant (GMG/AM 2)**

##### **Job Purpose**

Under the direct supervision of the Director of Communication and Public Relations (MCG/IE 6), the Administrative Assistant plans, organizes, directs, and controls the administrative functions for the Unit.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Takes dictation – letters, memoranda etc and reproduces them electronically;
- Circulates News Releases to Media Houses;
- Prepares Media Advisories for circulation to the Media Houses requesting coverage for the Ministers at Ministry-spearheaded events;
- Circulates briefs for the Ministers, Permanent Secretary, Chief Technical Director etc, prepared for Radio/ TV Talk Show/News interviews;
- Maintains incoming and outgoing Correspondence Registers;
- Maintains a schedule of requests for speeches, messages, greetings etc for Director/PR Officer's action;
- Maintains an efficient Filing System to ensure that files are secure and readily available at all times;
- Updates the Unit's Newspaper Clippings File on a monthly basis;
- Maintains the Director's Diary, gives timely reminders, and conducts follow-up activities on matters pending;
- Monitors the Attendance Register in the Communication and Public Relations Unit and prepares Monthly Attendance Reports for submission to the Human Resource Management Division at the end of each month;
- Compiles, packages and disseminates the Weekly "MOA in the News";
- Performs any other related duties that may be assigned from time to time by the Director, Communications and Public Relations.

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

###### ***Core:***

- Good customer relations and quality focus skills
- Excellent oral and written communication skills
- Excellent planning and organization skills
- Excellent interpersonal skills
- Very good time management
- Good teamwork and co-operation skills
- Ability to exercise initiative and flexibility

**Technical:**

- Proficient in the relevant computer applications
- Sound knowledge of the Organization's/Unit's functions and work programmes
- Good working knowledge of web-based research technique
- Knowledge of Records Management
- Knowledge of Office Procedures
- Minute and Report Writing

**Minimum Required Qualification and Experience**

- Associate Degree in Management Studies or Public Administration plus four (4) years' experience in a similar role.

**OR**

- Two (2) or more passes in CXC/GCE O'Level subjects including English Language and a numeric;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND) course;
- Proficiency in typewriting at 50-55 words per minute and shorthand at a speed of 100-120 w.p.m;
- Training in the relevant software application e.g., word processing, database and spreadsheet;
- Four-five (4-5) years of general office experience.

**OR**

- Graduate from an accredited school of Secretarial Studies;
- English Language at CXC/GCE O'Level;
- Proficiency in typewriting at 50-55 words per minute, and shorthand 100-120 w.p.m;
- Training in a variety of Microsoft software applications e.g. word processing, database, and spreadsheet;
- Four-five (4-5) of general office experience.

**Special Condition Associated with the Job**

- Very stressful environment based on the time frame established externally for delivering materials, often with little or no notice. Additionally, when deadlines are scheduled, there may be more than one competing event in a single day, for which writing and organizational support are required.

**2. Senior Secretary (OPS/SS 3)****Job Purpose**

Under the direct supervision of the Director, Management Accounts (FMG/PA 4), the Senior Secretary (OPS/SS 3) is responsible for professional secretarial services to support the operations of the Unit.

**Key Responsibilities****Technical/Professional:**

- Reproduces various documents from drafts prepared by the Director using a personal computer;
- Maintains Filing System and ensures that files are readily available upon request by Director;
- Prepares, records, and dispatch outgoing mails;
- Ensures that incoming mail is sorted, recorded, and dispatched to relevant officers;
- Receives and makes telephone calls, incoming calls directed to relevant officers, or messages taken and delivered;
- Receives/host visitors and directs them to officers;
- Documents photocopies and faxed as requested by Director;
- Circulars copies/scans and sorts into Budget Documents Units for general distribution;
- Prepares and updates Minute Sheets for all transaction files;
- Maintains e-mail accounts for the Division by monitoring, collecting and delivering messages;
- Monitors Budgets submitted electronically; prints/brings to the attention of the Director, Management Accounts for appropriate action to be taken;
- Types individual and Unit Work Plans from drafts;

- Records and generates Minutes of meeting;
- Schedules and arranges meetings;
- Assists in preparing standard Weekly/Monthly/Quarterly Reports for submission to Principal Finance Officer and the Ministry of Finance and the Public Service;
- Performs any other related duties as directed by Director, Management Accounts Unit or Principal Finance Officer from time to time.

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

#### **Core:**

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer relations and quality focus skills
- Good teamwork and co-operation skills
- Good Time Management skills
- Good problem-solving and conflict-management skills
- Good planning and organizing skills

#### **Technical:**

- Proficient in relevant Software Applications
- 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 Wednesday, 11<sup>th</sup> October, 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](mailto: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**