



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 441 **OSC Ref. C. 6555¹⁵**

17th October, 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 Executive Secretary 1 (OPS/SS 4)** in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**, salary range \$1,984,305 – \$2,668,670 per annum.

Job Purpose

Under the direct supervision of the Government Trustee, the incumbent is responsible for providing essential administrative and secretarial services to the Government Trustee to assist the efficient operation of the office and performance of the Trustee's duties.

Key Responsibilities

Technical/Professional:

- Schedules appointments, meetings and attendance at Hearings, events and other activities of the Trustee and maintains the Trustee's Diary;
- Organizes and/or attends meetings as necessary or directed and makes a record of all proceedings;
- Receives calls, messages, visitors, correspondence for the Government Trustee and deals with the subject matter and determines whether same should be referred to the Trustee attention or directed to an appropriate officer for action;
- Ensure documents relevant to upcoming meetings or Court proceedings are immediately brought to the Government Trustee's attention and in the absence of the Government Trustee, to the attention of the Deputy Trustee;
- Receives, opens and sorts incoming documents in the presence of the Information Officer and distributes personal or confidential mail to the officer concerned or file same as appropriate;
- Records and directs processed correspondence and files to officers in the Department for necessary action and, in the absence of the Government Trustee, ensures that urgent matters are re-routed to the most appropriate officer for immediate attention;
- Reviews files and consults officers to procure information needed for replies to correspondence and for meetings and follows-up on outstanding matters, requests for information and instructions issued for and by the Trustee.
- Liaise with the Deputy Trustee and such other officers as necessary and co-ordinate their activities to ensure the Trustee's instructions are carried out fully and in a timely manner and that there is an efficient flow of work within the office and no duplication;
- Takes dictation and prepares draft or reproduces letters, memoranda, notices, reports and such other documents, including reports for submission to the relevant Ministries, Departments, Agencies or other authority and legal documents, for the approval and/or signature of the Government Trustee;
- Reviews documents prepared for approval of and/or signing by the Trustee and ensures accuracy, completeness and proper presentation before submission;
- Ensures that documents to be issued by the Government Trustee are complete, correct and dated, where necessary, and that the required signature, stamp, and seal are affixed and enclosures or attachments included;
- Scans, makes photocopies, fax, print, collate and/or otherwise produce or reproduce and transmit or disseminate documents for and on behalf of the Trustee;
- Conducts online and other research on matters as required by the Trustee;
- Establishes and maintains a system to ensure the custody, control and security of important or classified/confidential files and documents and the licenses and seals of the Trustee and ensure the ready availability and prompt retrieval of same when necessary or required by the Government Trustee;
- Maintains a third copy folder of outgoing correspondence for the Government Trustee as well as a department floater file for outgoing correspondence from other officers;
- Ensures circulars, memos and other correspondence by and from the Trustee are brought to the attention of intended recipients;

- Ensures all publications relevant to the Department or any estate under the Trustee's jurisdiction are brought to the Trustee's attention, extracted and recorded on the appropriate files;
- Maintains a record of the Trustee's activities including travel and expenses and prepares Bill of Costs, Travelling and Subsistence Claims and such other documents as are necessary or required;
- Performs any other related duties that may be assigned from time to time by the Government Trustee.

Required Knowledge/Skills/Competencies

- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- High level of confidentiality and integrity
- Reliability in attendance, punctuality and performance of duties
- Familiarity with online databases and sound knowledge of web-based research techniques
- Proficiency in the use of relevant computer applications
- Good Records Management skills

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 five (5) years' general office experience.

OR

- Graduation 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 five (5) 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 five (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 Monday, 30th October, 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**