



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 412
OSC Ref. C. 6528¹²

3rd 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 **Secretary 2 (OPS/SS 2)** in the **Ministry of Science, Energy, Telecommunications and Transport (MSETT)**, salary range \$1,272,269 - \$1,711,060 per annum.

Job Purpose

To provide general secretarial support services to the Toll Authority of Jamaica in order to ensure that the operations of the office are carried out in an effective and efficient manner.

Key Responsibilities

- Organizes and manages schedules and appointments;
- Plans and co-ordinates meetings;
- Prepares and circulates, where appropriate meeting documents;
- Attends meetings and prepares Minutes;
- Provides secretarial support to the Administrative Manager;
- Prepares correspondence and documents;
- Receives and makes telephone calls;
- Receives and processes incoming/outgoing mails;
- Prepares Commitment Requisitions and Payment Vouchers. Submits to the Administrative Manager for further processing;
- Assists in maintenance of the Attendance Register and prepares reports;
- Assists with the maintenance of the Manual and Electronic Diary, sets/confirms meetings/appointments and makes necessary arrangements and preparations for same;
- Assists with the collation and preparation of documents for dispatch to Attendees/Board Members ahead of Board Meetings;
- Dispatches internally generated letters/documents/cheques via e-mail, courier, fax or regular mail;
- Maintains Filing Systems for the Unit, inclusive of proper archiving of historic documents.
- Performs any other related duties deemed necessary for the effective operation of the office.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Excellent Customer Service Skills
- Good analytical and judgment skills

Technical:

- Sound knowledge of computer applications – Microsoft Word, Excel, Powerpoint, Publisher and Access
- Office Practices and Procedures
- Typing
- Shorthand/Speedwriting

Minimum Required Education and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th October, 2023 to:**

**Director
Human Resource Management and Development
Ministry of Science, Energy, Telecommunications and Transport
PCJ Building
36 Trafalgar Road
Kingston 10**

Email: hr@mtw.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**