



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 399**

### **OSC Ref. C.6555<sup>15</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 be assigned to the post of **Senior Secretary (OPS/SS 3) (Not Vacant)** in the **Department of Co-operatives and Friendly Societies (Musgrave Avenue), 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, Audits and Investigation (FMG/AS 5), the Senior Secretary (OPS/SS 3) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Division.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Takes dictation and reproduces letters, memoranda and reports from draft;
- Attends meetings to record Minutes and reproduce same for circulation;
- Responds to routine and other correspondence;
- 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;
- Makes photocopies and fax documents;
- Maintains diary and schedules appointments and meetings;
- 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;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties that may be assigned from time to time.

### **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

### **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 four to five (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 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 four to five (4-5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

**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 Wednesday, 11<sup>th</sup> 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](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**