



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston 4  
Jamaica, West Indies  
Tel: 876-922-8600  
Fax: 876-924-9764  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 468** **OSC Ref. C. 6528<sup>12</sup>**

**6<sup>th</sup> November, 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 **Office of the Information Commissioner (OIC)**:

1. **Internal Auditor (FMG/AS 4)**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Chief Finance Officer (FMG/PA 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Strategic Planning and Monitoring Manager (GMG/SEG 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
4. **Strategic Planning Analyst (GMG/SEG 2)**, salary range \$3,770,761 - \$5,071,254 per annum.
5. **Payroll Manager (FMG/PA 1)**, salary range \$3,094,839 - \$4,162,214 per annum.
6. **Information Centre Manager (GMG/SEG 1)**, salary range \$3,094,839 - \$4,162,214 per annum.
7. **Procurement Manager (GMG/SEG 1)**, salary range \$3,094,839 - \$4,162,214 per annum.
8. **Senior Secretary (OPS/SS 3) - (2 posts)**, salary range \$1,550,136 - \$2,084,761 per annum.
9. **Administrative Assistant (GMG/AM 2)**, salary range \$1,550,136 - \$2,084,760 per annum.
10. **Secretary 2 (OPS/SS 2)**, salary range \$1,272,269 - \$1,711,060 per annum.

#### **1. Internal Auditor (FMG/AS 4)**

#### **Job Purpose**

To review internal control systems and objectively examine, evaluate and advise on the adequacy of internal control as a contribution to the proper, economic and effective use of resources at the OIC.

#### **Key Responsibilities**

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

- Develops and ensures the implementation of policies and procedures to guide the operations of the Branch within the framework of Government guidelines and international auditing standards (confers with the Information Commissioner);
- Participates in the development and implementation of the strategic direction of the OIC;
- Leads the development and implementation of the Division's Corporate and Operational Plans and Budget;
- Ensures that the objectives of the Branch are clearly defined and communicated to the staff;
- Keeps abreast of trends and developments in internal audit management and recommends relevant adoption where appropriate to increase the effectiveness of the Audit Branch;
- Monitors Divisional/Agency and Agency Heads' responses to audit reports to ascertain the level of deficiencies corrected and adherence to internal controls;
- Manages the preparation and submission of final Audit Reports with relevant recommendations and ensures timely submission of documents and information requested from the Branch;
- Represents the OIC at meetings, conferences and other functions as necessitated;
- Provides assistance or advice to the Information Commissioner on internal audit issues as requested;
- Develops new policy guidelines in response to changing systems and practices in auditing standards;

- Approves Individual Work Plans;
- Develops programmes to determine if ethical behavior is consistent with international standards and other related Agencies.

***Technical/Professional:***

- Reviews and reports on proper control over the receipts, custody, and utilization of all financial resources of the OIC;
- Reviews and reports on conformity with financial and operational procedures in order to ensure effective control over the expenditure of the OIC;
- Reviews and reports on the correctness of classification and allocation of revenue and expenditure accounts;
- Reviews and reports on the reliability and integrity of financial and operating data;
- Reviews and reports on the systems in place used to safeguard assets and as appropriate, the verification of the existence of such assets;
- Reviews and reports on operations or programmes to ascertain whether results are consistent with established objectives and goals;
- Evaluates information security and associated risk exposures;
- Leads the conduct of the annual risk assessment exercise to determine priority audit areas;
- Liaises with external Auditors where appropriate in the preparation of the Annual Audit Work Plan;
- Examines the effectiveness of all levels of management in their stewardship of the OIC's resources and their compliance with established policies, procedures, government regulations, and guidelines, and makes recommendations for improvement as necessary;
- Conducts special investigations of a complex nature;
- Reviews and signs off on working paper files and draft Audit Reports;
- Meets with the Information Commissioner and Department Heads to discuss audit findings;
- Prepares final Audit Reports stating deficiencies, implications, recommendations, and management responses and submits the reports to the Information Commissioner, Department/Agency Heads, and the OIC's Audit Committee.
- Prepares and submit Quarterly Reports on audits conducted to the Ministry of Finance and the Public Service;
- Prepares and submits Quarterly Status Reports on activities conducted by the Audit Unit to the OIC's Information Commissioner;
- Authorizes the publication of reports and results of audit examinations, including recommendations for improvement;
- Attends Operational Meetings where the Audit Department has a key role in the development and verification of systems;
- Ensures the security of audit files;
- Ensures that the activities of the Audit Unit are conducted in compliance with international auditing standards.

***Human Resource Management:***

- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring, and training, providing assistance and support as needed;
- Manages the welfare and development of the Branch's staff through the preparation and review of Performance Appraisals and the recommendation of required training and developmental programmes;
- Develops and implements a Succession Planning Programme in collaboration with the Human Resources Branch to ensure continuity of skills and competencies in the Branch;
- Ensures the training needs of the Branch are adequately identified and addressed;
- Participates in the recruitment of staff for the Branch;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Branch and the OIC;
- Ensures that proper working conditions exist for the Internal Audit staff;
- Administers disciplinary action in keeping with human resource policies and procedures.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Quality of output
- Integrity

**Functional:**

- Ability to use own initiative
- Use of technology (relevant computer applications)
- Managing external relationships
- Strategic vision
- Good problem-solving and decision-making skills
- Analytical thinking
- Impact and Influence
- People Management
- Change management
- Goal/result oriented
- Good leadership skills
- Good planning and organizing skills
- Methodical
- Excellent report writing, public speaking and presentation skill
- Excellent knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAA Act
- Excellent consultative abilities in guiding communication approaches in support of executive leaders and business strategy
- Excellent knowledge of accounting and auditing standards, principles and practices

**Minimum Required Qualification and Experience**

- ACCA Level 2 or 3;
- Associate of Science Degree in Accounting from the Management Institute for National Development along with the completion of the revised certificate in Government Accounting Course.

**OR**

- Bachelor of Science Degree in Accounting or Management Studies and Business Administration with Accounting from a recognized University;
- Postgraduate training in Accounting is an Asset;
- Five (5) years' auditing experience in Private or Public Sector at a senior level.

**Special Conditions Associated with the Job**

- Required to travel to external sites in the performance of official duties;
- May be required to work under adverse conditions from time to time;
- May be required to work beyond normal working hours.

**2. Chief Finance Officer (FMG/PA 3)****Job Purpose**

The Chief Financial Officer is responsible for the implementation of the Information Commissioner's financial strategy and the overall financial direction of the Office of the Information Commissioner. The incumbent will direct the Office of the Information Commissioner's day-to-day financial operations and administer the entire accounting systems and practices.

**Key Responsibilities*****Management/Administrative:***

- Prepares the OIC Annual Budget Plan and Activity Plan in articulation with the other Divisions, Branches and areas and monitor their execution;
- Prepares the Financial Reports;
- Assures the budgetary management and the financial activities of the OIC;
- Prepares and keeps the OIC accounting updated;
- Ensures payments of the OIC's general costs, ensuring compliance with internal control standards and contractual commitments previously agreed;
- Keeps the archive of the accounting documentation and carries out the administrative tasks necessary for the functioning of the OIC;
- Ensures, in co-ordination with the Human Resources Branch, the Administrative Management of Human Resources in terms of attendance control, salary processing, vacation management, preparation and updating of employment contracts, among others;
- Provides administrative support for all Organic Units of the OIC.

**Technical/Professional:**

- Develops financial management mechanisms that minimize financial risk;
- Manages the OIC's financial accounting, monitoring and reporting systems;
- Develops and maintaining relations with appropriate external contact e.g., Auditors, bankers and other statutory bodies;
- Has responsible for the formulation, implementation and maintenance of the OIC's Financial Accounting and Reporting policies and procedures;
- Advises, discusses and consults the Audit Committee, the Information Commissioner, the Deputy Information Commissioner and Senior Management Team on financial matters of the OIC;
- Analyzes financial position and reports on significant events and recommend remedial action where necessary;
- Co-ordinates and prepares Annual Statutory Audits and other audits as required;
- Implements and maintains effective systems and procedures for safeguarding, recording and controlling all the resources of the OIC;
- Implements and maintains effective systems and procedures for processing disbursements, investing and management of the funds of the OIC;
- Responds to Auditor's comments concerning financial operations and oversee required action to address deficiencies;
- Reviews Management Information Systems and internal controls of the organisation and implement changes required in accordance with changing circumstances;
- Provides supervision and guidance in preparation of Budgets, Forecast, Corporate Plans and Financial Reports;
- Reviews and ensures Annual Returns are filed within the required time-frame;
- Has responsibility for the safe keeping and integrity of accounting records;
- Ensures that the financial affairs of the OIC are conducted in a manner that is consistent with internationally accepted best practices and that the guidelines of the Ministry of Finance and the Public Service and the FAA Act are consistently observed.

**Other:**

- Performs any other related duties that may be assigned from time to time, not specifically outlined within the Job Description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication skills
- Customer and quality focus
- Team work and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management
- Critical thinking and analysis
- Ethics

**Functional:**

- Strategic vision
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Impact and Influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of Government Procurement Policy
- Good knowledge of Contract Management
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies, and Government Companies
- Knowledge of a variety of reporting procedures, regulations and law.
- Knowledge of Accounting and Finance Principles and Practices

### **Minimum Required Qualification and Experience**

- Bachelor's or Master's Degree in Finance;
- Five (5) or more years' experience in finance areas;
- Three (3) years in a Management role;
- Experience as a finance director in the private sector in a multinational company would be an asset;
- Practical experience and knowledge of the full range of processes and procedures in the Public Sector and with the Public Administration in Jamaica.

### **Special Condition Associated with the Job**

- May be required to work beyond normal working hours.

## **3. Strategic Planning and Monitoring Manager (GMG/SEG 3)**

### **Job Purpose**

The Strategic Planning and Monitoring Manager will co-ordinate the preparation, monitoring and evaluation of strategic and operational management tools. The Manager will promote the standardized use of the instruments and establishing, in co-ordination with the Information Commissioner and the Deputy Commissioner, objectives and performance indicators to be achieved.

### **Key Responsibilities**

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

- Directs and co-ordinates the comprehensive Strategic Planning Process and other planning processes;
- Designs Corporate Planning, monitoring and related processes and procedures in consultation with the Commissioner and other senior staff;
- Issues Corporate Planning guidelines to OIC Directors and Senior officials of its Portfolio Agencies and Departments;
- Plans, administers and co-ordinates multiple, special project/assignments;
- Organizes and employs resources to achieve project objectives;
- Prepares and monitors Unit and Project Budgets;
- Organizes and administers research studies;
- Conducts, analyzes and prepares reports and recommendations regarding the OIC's planning, monitoring and evaluation process;
- Prepares and makes presentations to decision-makers and the public;
- Researches and responds to requests for information;
- Co-ordinates the Entity's Strategic Reviews;
- Prepares the Annual Performance Report of the OIC.

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

- Directs and co-ordinates the activities of the Strategic Planner Analyst;
- Supports the creation of effective team work in order to achieve the Unit's objectives and targets;
- Provides day to day management support in the Strategic Planning and Monitoring Unit's development and continual performance improvement;
- Supports the establishment of processes, systems and controls within the Unit to enable achievement of its objectives effectively and efficiently;
- Compiles and supports the OIC's Organizational requirements.

#### ***Human Resource Management:***

- Ensures that direct reports comply with the policies and procedures of the Unit and the OIC;
- Provides leadership to direct reports through example and sharing of knowledge and skill in areas of professional expertise;
- Provides guidance/advice to direct reports to ensure that clear goals and objectives are established and adhered to;
- Manages the performance management process in relation to direct reports by preparing Performance Appraisals and recommending training and other developmental programmes;
- Recommends leave and staffing arrangements in keeping with Human Resource policies and procedures.

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

### **Core:**

- Good oral and written communication skills (both public speaking and report writing)
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

### **Functional:**

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Good leadership skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Risk Management
- Knowledge of Government Policies
- Use of technology – relevant computer applications
- Excellent research and analytical skills
- Competence in strategic management, drafting reports and plans, process design and implementation
- Good chairing and presentation skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution
- Ability to manage limited resources in order to achieve challenging output targets

## **Minimum Required Qualification and Experience**

- M.Sc. in Public Policy, Business Administration, Public Sector Management, Economics or related field;
- Specialized training in Planning and/or Project Management;
- Five (5) years' experience in Corporate Planning;
- Five (5) years' experience in middle management.

## **Special Conditions Associated with the Job**

- Extended hours may be required to meet deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

## **4. Strategic Planning Analyst (GMG/SEG 2)**

### **Job Purpose**

To support the Strategic Planning and Monitoring area, in collaboration with the Strategic Planning and Monitoring Manager, prepare and analyse all the data necessary for tracking and evaluating strategic and operational management tools.

### **Key Responsibilities**

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

- Participates in the Division's Strategic Planning Programmes;
- Prepares reports for the Strategic Planning Manager as required;
- Identifies and brings to the attention of the Strategic Planning Manager areas that are lagging.

**Technical/Professional:**

- Prepares reporting reports and provides planning support to all Divisions, Branches and other areas in close collaboration with the Strategic Planning Manager;
- Organizes complex data used as input for strategy. Data includes market research, market analysis, and internal analysis;
- Serves as a communication expert in synthesizing data and creates storylines in strategy presentations for executive review;
- Translates key strategic themes and messages into creative presentation form;
- Ensures visual messages and written/audio messages support one another;
- Develops and creates strategy presentations;
- Assists with overall communication strategy;
- Assists with development activities, such as proposals, whitepapers, conferences, and/or other thought leadership materials;
- Writes, edits and proof-reads other strategy documents;
- Performs any other duties as arranged.

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication skills (both public speaking and report writing)
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

**Functional:**

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Use of technology – relevant computer applications
- Knowledge of the Staff Orders and Public Service Regulations
- Knowledge of GOJ policies and programmes
- Thorough knowledge of policy analysis, monitoring, and implementation
- Ability to conduct research, analyse data and make logical conclusions
- Knowledge of pertinent research and analytical methodologies and ability to apply such techniques to policy issues
- Ability to establish and maintain co-operative working relationship with all segments of the Ministry and its Agencies
- Ability to work under pressure

**Minimum Required Qualification and Experience**

- Bachelor's Degree required from an accredited college or university in a related field (strategy, marketing communications, business administration or humanities);
- Two (2) years relevant experience.

**Special Condition Associated with the Job**

- Work will be conducted in a typical office environment.

**5. Payroll Manager (FMG/PA 1)****Job Purpose**

Delivering an accurate, timely and efficient Payroll service for the OIC Organization, employees and external workers.

### **Key Responsibilities**

- Supervises absence and attendance control and records all individual employee information;
- Ensures the processing of salaries;
- Maintains and completes accurate records in the system for internal management information and external statutory authorities, and deliver a highly compliant function;
- Reviews, streamlines and improves the Payroll Systems and processes to ensure timely, accurate, and efficient service to employees;
- Calculates and issues payment by cash, cheque or electronic transfer;
- Deducts tax and National Insurance payments;
- Undertakes final checks processing holiday pay, sick pay, maternity pay, and expenses;
- Undertakes final checks on calculating overtime, shift payments, and pay increases;
- Ensures that comprehensive routine and ad-hoc checking systems and processes are in place to avoid duplicate, incorrect, or unauthorized payments;
- Ensures the issuance of declarations for different purposes (visas, salaries, etc.);
- Establishes employment contracts and the proper application of Jamaica's labour legislation in labour relations between the OIC and its workers;
- Provides technical and legal support and issues opinions in situations involving labour conflicts, disciplinary, or litigation processes, accompanying the OIC Legal Services Division staff in forensic litigation;
- Ensures the management of the social benefits that OIC's employees benefit from;
- Ensures the execution of administrative activities related to health insurance and the organization of recreational activities and internal meetings;
- Advises employees on tax and pay legislation;
- Checks and audits Payroll activity to meet external regulations.
- Runs data for Gender Pay Reporting;
- Works with a wider project team on GDPR;
- Performs other activities consistent with the responsibilities of the Division when requested.

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

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

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Integrity

#### ***Functional:***

- Ability to use own initiative
- Use of technology (relevant computer applications)
- Managing external relationships
- Good problem-solving and decision-making skills
- Analytical thinking
- Good planning and organizing skills
- Methodical
- Excellent knowledge of Government Administration Systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAAA Act
- Skilled in the operation of computerised accounting systems
- Ability to cope well under pressured working conditions and to meet deadlines

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting or Management Studies with accounting from a recognized institution; **or**
- ACCA Level 2; **or**
- A.Sc. – Accounting, MIND, along with the completion of revised Government Accounting Course;
- Three (3) years' experience relevant experience.

### **Special Condition Associated with the Job**

- May be required to work beyond regular working hours.



## **6. Information Centre Manager (GMG/SEG 1)**

### **Job Purpose**

Ensure multi-channel service to the various users of the OIC services, promoting an informed and effective response to the needs presented as well as a greater level of proximity to the individuals.

### **Key Responsibilities**

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

- Provides guidance to the OIC Information Centre staff to ensure the delivery of a meaningful customer experience;
- Takes a lead role in coaching and developing the team to exceed referral goals and deliver high-quality customer service expectations;
- Partners with the Deputy Commissioner to ensure the operational soundness of the OIC's Information Centre through training, inspection, and coaching on policies and procedures;
- Oversees the process to provide users with support and all information about the OIC's operations, the services provided, and the best ways of accessing them;
- Oversees the process to collect from users their opinions and suggestions regarding the functioning of the services, with a view to improving them and obtaining better levels of quality;
- Works in close relationship with the Communication and International Relations Manager;
- Oversees the process to assist the user in the formulation of complaints and claims and proceed with their internal treatment in articulation with the other Departments of the OIC;
- Proposes the adoption of measures considered pertinent to improve the relations between the users, OIC, entities, data controllers, data processors and Data Protection Officers;
- Oversees the process to receive requests for information and prepares responses so that the requester can get a response from the OIC in a timely manner (i.e., 7, 21, 30 days);
- Oversees the process to inform requesters about the status of their requests and processes at the OIC;
- Oversees the process of receiving and responding through the OIC's Call Center free number, website, and Skype;
- Performs any other duties that may be assigned from time to time by the Information Commissioner.

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

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

- Good oral and written communication skills
- Customer and quality focus
- Team work and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

#### ***Functional:***

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Good leadership skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Use of technology – relevant computer applications e.g. word processing, PowerPoint or equivalent, graphic software, internal databases, internet, etc.

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in business management or related field;
- Three (3) years relevant experience;
- Experience as customer service officer in the Private Sector would be an asset.

## **7. Procurement Manager (GMG/SEG 1)**

### **Job Purpose**

The incumbent will support operational requirements and manage the procurement process and the supply base efficiently and effectively by developing integrated purchasing strategies that support organizational strategies, goals and objectives.

### **Key Responsibilities**

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

- Prepares Procurement Plan;
- Recommends a procurement and selection framework and defines tender procedures;
- Manages the entire procurement process from the Request for Information (RFI) and Request for Proposal (RFP) to the selection process, except the adjudication and award of contracts;
- Supports the functioning of the Procurement Committee, implements its decisions and acts as a secretariat to the Committee;
- Checks and prepares the Terms of Reference (TOR);
- Prepares Tender documents;
- Prepares advertisements for tender opportunities;
- Collaborates with the Legal Services Division in the preparation of contract documents;
- Issues approved contract documents;
- Maintains and archives records of the procurement and selection process;
- Maintains a list or register of all contracts awarded;
- Prepares monthly reports for the Deputy Commissioner;
- Prepares and submits to the Management Meeting Quarterly Reports on the implementation of the Annual Procurement Plan;
- Co-ordinates the procurement and selection activities of all the Divisions, Branches and other areas of the procuring entity;
- Prepares other reports as may be required from time to time;
- Instructs and controls the processes of acquisition of goods and services, actively participating in the preparation of the specifications for public procurements;
- 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
- Customer and quality focus
- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Impact and Influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Integrity
- Compliance
- Good interpersonal skills
- Change management

#### ***Functional/Technical:***

- Excellent knowledge of Government Procurement Policy
- Good knowledge of Contract Management
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies, and Government Companies
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Business Administration or related discipline;
- Three (3) years relevant experience.

### **Special Condition Associated with the Job**

- May be required to work beyond normal working hours.

### **8. Senior Secretary (OPS/SS 3) - (2 posts)**

#### **Job Purpose**

To provide secretarial and administrative support to the Communication and International Relations Manager and to facilitate awareness of the goals of the Communications and International Relations Branch.

#### **Key Responsibilities**

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

- Supports the performance of internal and external events in which the OIC is involved;
- Prepares correspondence and documents, as well as organize and maintain a filing process, legislation and other relevant documentation;
- Makes appointments for interviews, provides telephone assistance and secretariat of meetings;
- Prepares Minutes of the meetings and submits them to the Communication and International Relations Manager;
- Receives, processes and distributes documentation to and from the Communication and International Relations Manager;
- Co-ordinates and provides logistical support to the Communication and International Relations Manager and other staff;
- Promotes and collaborates in co-ordination with the Communication and International Relations branch, in the treatment and dissemination of information associated with the activities of the Manager;
- Performs any other duties that may be assigned. Meets, greets and assists clients and visitors via the telephone and in person.

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

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

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Good interpersonal skills
- Compliance
- Change Management

##### ***Functional:***

- Good problem-solving and decision-making skills
- Ability to use own initiative
- Good planning and organizing skills
- Use of technology (relevant computer applications – Microsoft Office Software)
- Sound command of the English Language
- Records maintenance skills
- Ability to record and transcribe meeting Minutes
- Ability to create, compose and edit written materials
- Ability to maintain calendars and schedule appointments
- Ability to work under pressure and meet deadlines

#### **Minimum Required Qualification and Experience**

- Secretarial Course of study at the Management Institute for National Development (MIND), 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 (4) to five (5) years' general office experience.

**OR**

- Graduate 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 (4) to 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; English Language at CXC or GCE 'O' Level; training in the use of a variety of computer software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development (MIND).

### **Special Conditions Associated with the Job**

- May be required to work beyond normal working hours;
- Prolonged use of computer.

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

### **Job Purpose**

The Administrative Assistant provides administrative, clerical and project support to the senior management team. He or she will be responsible for ensuring the efficiency and smooth operations of Divisions of the OIC.

### **Key Responsibilities**

- Prepares, proofreads, and edits documents, correspondence, spreadsheets, and reports as directed, ensuring accuracy and meeting all established deadlines;
- Answers and directs phone calls, takes messages and answers all routine and non-routine questions;
- Establishes and maintains a Filing System, sorts and directs mail, and maintains an accurate calendar;
- Provides high-quality customer service using professionalism, confidentiality and good judgment;
- Prepares, coordinates and organizes meetings as required to include room reservations, notification to members, and distribution of meeting materials and Minutes;
- Prepares travel arrangements as required;
- Prepares and processes monthly Expense Reports;
- Processes room reservation requests and facilitates access control;
- 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
- Customer and quality focus
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Compliance
- Good interpersonal skills
- Change management

#### ***Functional:***

- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Analytical thinking
- Use of technology (relevant computer applications – Microsoft Office Suite)
- Good records management skills
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines
- Research and data analysis skills
- Job Knowledge - principles and practices of office management and organization
- Ability to multitask, pay attention to detail, under pressure and meet tight deadlines
- Ability to create effective tracking and management systems and to follow up and carry tasks through to successful completion
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations
- Ability to interface with senior government officials both locally and internationally
- Ability to manage competing demands comfortably

### **Minimum Required Qualification and Experience**

- Associate Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from an accredited tertiary institution;
- Three (3) years' experience in related field.

### **Special Condition Associated with the Job**

- May be required to work beyond regular working hours.

## **10. Secretary 2 (OPS/SS 2)**

### **Job Purpose**

Under the general direction of the Human Resources Manager the incumbent is responsible for providing secretarial support by performing assigned duties promptly and efficiently.

### **Key Responsibilities**

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

- Maintains shared electronic folders containing calendars and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Works closely with staff in the Branch to follow up on appointment letters or any other documents prepared for the HR Manager's signature;
- Drafts and finalizes some letters and memoranda;
- Screens telephone calls and visitors;
- Handles routine correspondence on behalf of the HR Manager by retrieving and sending correspondence from the intranet and internet, or otherwise;
- Maintains the work diary (both electronically and written) recording appointments, meetings, visits, etc. on a day-to-day basis and confirms, cancels, and reschedules appointments for staff;
- Performs any other related duties delegated by the HR Manager.

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

- Ensures that all correspondence of a general or routine nature received is properly actioned;
- Prepares draft responses to certain correspondence for vetting by the HR Manager;
- Addresses some problems relating to the routine operations of the office by interfacing with the appropriate OIC staff and other Government entities as well as the private sector;
- Keeps abreast of the progress of activities within the OIC, providing background information, as well as preparing the HR Manager for participation in meetings;
- Organizes meetings for the HR Manager;
- Takes notes at meetings and produces Minutes;
- Prepares pre-conference papers for the HR Manager and attends meetings as may be required;
- Ensures that the HR Manager receives reports from the direct reports in relation to the Division's operations by the due dates and in the correct format;
- Keeps the HR Manager abreast of relevant information on media coverage and public opinion as they relate to Human Resource issues in the OIC's portfolio;
- Makes travel and accommodation arrangements for the HR Manager when necessary.

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

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

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Integrity

#### ***Functional:***

- Ability to use own initiative
- Use of technology (relevant computer applications)
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Knowledge of Public Service Regulations and Staff Orders for the Public Service

- Excellent records and information management skills
- Ability to record and transcribe Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines

#### **Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent;
- Proficiency in typewriting at a speed of 40 – 45 words per minute;
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND) or Diploma/Certificate from an accredited secretarial school;
- Shorthand at a speed of 80 -100 words per minute would be an asset;
- Training in the use of Microsoft Office and other relevant computer applications;
- Two (2) years general office experience.

#### **Special Conditions Associated with the Job**

- May be required to work beyond normal working hours;
- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Friday, 17<sup>th</sup> November, 2023 to:**

**Information Commissioner  
Office of the Information Commissioner  
The Masonic Building  
45-47 Barbados Avenue  
Kingston 5**

Email: [hr@oic.gov.jm](mailto:hr@oic.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**