



## Office of the Services Commissions

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### **CIRCULAR No. 458** **OSC Ref. 6272<sup>18</sup>**

**1<sup>st</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 be assigned to the following posts in the **Office of the Prime Minister (OPM)**:

1. **Public Communication/Education Manager (MCG/IE 5) (Vacant) – Access to Information Unit, Information Division**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Senior Research Officer (SOG/ST 7) (Contract) – National Commission on Violence Prevention Division**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Senior Photographer (MCG/AVT 3) (Vacant) – Jamaica Archives and Records Department**, salary range \$3,094,839 - \$4,162,214 per annum.
4. **Registrar (PIDG/AR 4) (Vacant) – Government Records Centre, Jamaica Archives and Records Department**, salary range \$2,478,125 - \$3,332,803 per annum.
5. **Senior Secretary (OPS/SS 3) (Not Vacant) – Human Resource Management, Human Resource Development and Management Division**, salary range \$1,550,136 - \$2,084,761 per annum.

#### **1. Public Communication/Education Manager (MCG/IE 5)**

##### **Job Purpose**

Under the general supervision of the Director, Access to Information Unit, the Manager, Communication/Public Education is responsible for developing and implementing the Unit's communication programmes by providing thorough, current and accurate information about the Access to Information Act (2002), through the use of dynamic communication and public relations tools and strategies that will enhance the public awareness of their right to official documents. The incumbent is also responsible for relationship management, analysis and evaluation of the Unit's impact among public authorities, stakeholders and partners in pursuit of its goals.

##### **Key Responsibilities**

- Designs and implements specific Public Education Programmes to highlight and explain particular aspects of Access to Information Act (2002);
- Co-ordinates, develops and delivers information sessions (including presentations, exhibitions, workshops and seminars) to Public Sector, Private Sector Organizations, schools, community and other interest groups;
- Conducts Training Needs Assessment of public servants and other target groups and develops training programme/s to address needs identified;
- Establishes and maintains partnerships with target groups and advocates programmes to address needs, rights and responsibility;
- Conducts research on global procedures, regulations and programmes regarding ATI/Freedom on Information legislation to assist with informing the education and communication activities of the Access to Information Unit;
- Supports the Director with the monitoring of the application of the Access to Information Act in Government Organizations in relation to the understanding of the Act;
- Prepares responses to media enquiries and requests;
- Monitors and analyses public opinion and the media, identifies issues and trends, and advises the Director on appropriate action/responses;
- Produces, oversees and assesses production of specific types of information communication products (e.g. press kits, Press Releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials and radio spot programmes etc.);
- Develops, reviews and implements Communication Policy for the Unit;

- Collaborates with JIS and other media houses for the development of programmes for the publicity of the Access to Information Act and role and functions of the ATI Unit;
- Co-ordinates public relations activities such as press conferences, media briefings etc., in relation to the ATI Act and activities of the Unit;
- Draft speeches and Press Releases;
- Contributes to the development and implementation of the Unit's Strategic and Operational Plans, Budget and Work Plans for staff;
- Provides technical advice to the Director and other relevant persons/organizations as required;
- Designs and implement communication strategies and tools to disseminate information on Access to Information Laws, Regulations, policies and programmes in accordance with the Unit's Mandate; Strategic and Operational Plans and Government Communication Policies;
- Prepares and submits performance and other reports as required and ensures timely submission of all documents/information requested by the Director;
- Manages strategic Communication Plan, including Social Media Strategy;
- Drafts and monitors the Public Relations/Education Budget of the Unit;

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

- Excellent leadership, networking and relationship-building skills
- Excellent customer relations skills
- Strong research, analytical and decision-making skills
- Sound knowledge of Public Sector Management
- Excellent integrity/ethics exercised in the performance of duties
- Demonstrates initiative and creativity
- Excellent oral and written communication skills
- Demonstrates strong emotional intelligence
- Demonstrated proficiency in the use of computer applications and creative design tools such as Office Suit, Adobe Creative Cloud application and canva
- Demonstrated proficiency in social media marketing
- Knowledge of Government communication policies and protocols
- Excellent knowledge of Public Relations and Communication strategies

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

- Bachelor's Degree in Mass Communication/Public Relations or Communication from a recognized tertiary institution;
- Five (5) years of professional experience in Journalism, Communications or Public Relations /Public Education;
- Certification in the field of either Print, Electronic, Social Media Marketing or Public Relations;
- Experience in the design and delivery of training and communication programmes would be an asset;
- Project Management certification/training would be an asset.

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

- May be required to work beyond normal working, whenever the need arises;
- May be required to travel island-wide locally and overseas from time to time.

## **2. Senior Research Officer (SOG/ST 7)**

### **Job Purpose**

The Senior Research Officer will report to the Research Manager and will assist with the preparation of the Work Plan for the Technical Unit and undertake research functions for the Commission.

As soon as the Work Plan is finalized and approved by the Commission, the Research Manager shall assign work to the Senior Research Officer and coordinate the multiple concurrent research activities and initiatives so assigned.

### **Key Responsibilities**

- Develops, implements and manages systems and procedures to meet the research needs of the Commission;

- Designs research solutions including data collection tools/instruments (surveys, questionnaires);
- Tests research methodologies to confirm intended purpose of evaluation;
- Performs fieldwork, interviews, experiments, to gather data;
- Collects, analyzes and presents quantitative and qualitative data to support the development of recommendations with respect to Violence Prevention;
- Compiles and organizes findings in graphs, charts, mock-ups, and diagrams;
- Presents results of analysis in a clear and concise manner, orally, in writing and graphically;
- Reviews, analyzes and interprets data; Develops and presents statistical reports;
- Verifies information on research databases;
- Delivers presentations to local audiences as required;
- Prepares research papers and reports as assigned;
- Generates short and sharp policy-briefs and suggestions for improved Violence Programmes using evidence generated by basic and evaluation research;
- Develops research proposals for possible areas of exploration and ensures that detailed research plans are created, and related data collected;
- Analyzes and presents quantitative and qualitative data to support the development of recommendations with respect to Violence Prevention;
- Participates in the analysis of findings, preparation of reports, summary documents and material for publication and communication;
- Prepares high quality research and reports using infographics and other innovative and engaging means of presenting voluminous and complex data and research findings for the consumption of the public;
- Co-ordinates the documentation and archiving of knowledge around all violence prevention projects and ensures that all lessons learnt are documented;
- Collaborates with all members of the Technical Unit to ensure that a database on local and international best practices and research are maintained within the Unit;
- Performs any other related duties that may be assigned from time to time.

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

- Excellent oral and written communication skills
- Qualitative and quantitative research skills including data analysis
- Excellent research skills
- Excellent problem-solving skills
- Strong analytical and judgment and decision-making skills
- Strong planning and organizational skills
- Strong interpersonal and customer relations skills
- Competent and practiced in evaluation research
- Data Management skills
- Ability to cope well under pressured working conditions
- Ability to meet deadlines
- Ability to think strategically
- Ability to manage and work in a multi-cultural environment
- Ability to work with a team
- Knowledge of statistical methods and survey design
- Knowledge of social research and data analysis
- Knowledgeable in various research and testing methodologies
- Proficient in use of Microsoft Office Suite (Word, Excel PowerPoint), statistical software (SPSS) and Internet research
- Demonstrates understanding of research, monitoring and evaluation principles and practices

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

- Master's Degree in Business Administration or Public Administration or Management Studies or other related Social Sciences from an accredited tertiary institution;
- Three (3) years' work experience in research or statistics (strong analytical skills required);
- Experience in fieldwork.

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

- Must possess a valid Driver's License and owns a reliable motor vehicle;
- May be required to travel outside of Kingston, to meetings, consultations and conferences etc.

### **3. Senior Photographer (MCG/AVT 3)**

#### **Job Purpose**

The Senior Photographer is responsible for the reprographic processing and reproduction of records in accordance with established procedures and standards. The Senior Photographer will also carry out general photographic duties and services as required.

#### **Key Responsibilities**

- Makes recommendations and assists with the procurement of photographic supplies and equipment for the Unit;
- Prepares estimates of the cost of work done by the Unit;
- Organizes the cleaning/maintenance of photographic and other equipment in the Unit;
- Provides technical advice on matters related to microphotography and digitization;
- Assists with the design and delivery of training programmes for junior staff;
- Assists with the public education and outreach programme;
- Reproduces photographs using a digital camera/scanner, edits and saves as required;
- Archives digitized images and maintains the database;
- Conducts tours and sensitization sessions on the microphotography and digitization process for schools and other members of the Public;
- Microfilms, digitizes and edits (where necessary) heavily used and fragile records for preservation, exhibition and access;
- Photocopy documents as requested;
- Ensures adequate inventory of reprographic supplies for the Unit is maintained;
- Takes and processes photographs of visitors to the Archives Unit and of special functions/events as requested;
- Performs any other related duties that may be assigned from time to time.

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

- Excellent interpersonal and customer relations skills
- Good oral and written communication skills
- Excellent judgement and problem-solving skills
- Excellent planning and organizing skills with keen attention to details
- Good colour co-ordination skill
- Proficient in use of computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint) and Photography (Photoshop)
- Knowledge of dark room operations
- Knowledge of techniques, principles and equipment of modern photography including still photography

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

- Diploma in Photography from a recognised institution;
- Six (6) CSEC/CXC/GCE O'Level subjects including English Language, a numeric and science subject;
- Two (2) years' experience in photography/micrographics.

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

- Required to handle rare and fragile paper records;
- May be required to work outdoors and stand for long periods, at events or while conducting tours.

### **4. Registrar (PIDG/AR 4)**

#### **Job Purpose**

Under the Supervision of the Senior Archivist, the Registrar is responsible for maintaining and coordinating an effective record keeping system for operational and administrative functions; thereby, ensuring proper recording, filing, dissemination and retrieval of documents and files in accordance with established policies, procedures and guidelines.

### **Key Responsibilities**

- Receives, acknowledges, classifies and files all incoming mail;
- Sorts, date stamp mail, records detail of letters in an inward Mail Register and places mail in a folder for the attention of the Records and Archives Supervisor;
- Dispatches all outgoing mail and circulating files, enters details of mail in the outward Mail Register and enters details of outgoing files on file transit sheets;
- Retrieves and arranges files, searching for documents, registering request for files;
- Ensures the register of incoming and outgoing mail are maintained;
- Ensures the confidential records, both active and semi-active are secure;
- Undertakes quarterly and annual auditing of files to validate and to ensure accountability;
- Assists with making photocopies documents and maintaining the cleanliness and orderliness of the shelves;
- Retrieves files/records as requested and inserts charge out slips in vacant space;
- Prepares and maintains filing system for operational records;
- Creates new files as necessary under supervision, noting file minute sheets;
- Dispatches files to action officers and recording details on transit sheets;
- Monitors files being returned to the Registry ensuring that all files are noted on the transit sheets;
- Checks files to ensure that all action on the files has been completed, including referring files to other officers if any action is outstanding or maintaining the 'Bring Up' (BU) Diary;
- Maintain a records inventory and retention file in order to control of and for the ease of access;
- Assist in ensuring adherence to legal requirement that affects retention, dissemination, access, and storage of information maintained by the Department;
- Maintains a current index of JARD's records in order to maintain control and for ease of access;
- Keeps abreast of new techniques in recordkeeping practices and adopt applicable ones;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills
- Excellent interpersonal and customer service skills
- Excellent research and analytical skills
- Good judgement, decision making and problem-solving skills
- Proficient in use of computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint) and automated records management system
- Knowledge of the Ministry's policies, practices and procedures
- Knowledge of Record keeping Principles, Practices and Procedures Systems
- Knowledge of records classification and retention schedule and disposition
- Knowledge of RIM software applications, database, and Library Systems
- Understanding of the Archives Act, Access to Information (ATI) Act, ISO 15489 and the FAA Act and Regulations

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

- Associate Degree in Library Studies, Records Management or a related area from an accredited tertiary institution;
  - Training in Records Management;
  - One (1) year work experience in the field.
- OR**
- Certificate in Library Technical Education or Records Management plus in-service training;
  - Two (2) years' work experience in the field.
- OR**
- GCE A' Level History;
  - Four (4) years' work experience in a Records Centre.

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

- On occasions may be required to work in storage area(s) with dusty files/boxes;
- Required to work beyond normal working hours and on weekends, whenever the need arises.

## **5. Senior Secretary (OPS/SS 3)**

### **Job Purpose**

Reporting to the Director, Human Resource Management, the Senior Secretary is responsible for the provision of general secretarial and administrative support and any other service which may be required for the efficient operation of the Human Resource Management Unit.

### **Key Responsibilities**

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Reproduces documents prepared by the Director;
- Processes incoming and outgoing correspondence in accordance with established guidelines. (receives, logs and distributes mail);
- Researches information and compiles findings as required;
- Designs and maintains databases in accordance with established standards;
- Gathers/assembles and disseminates information to internal and external personnel as requested;
- Prepares contract documents for the Director's review;
- Arranges meetings, prepares Agendas for meetings and organises relevant information and documents required for the meeting;
- Co-ordinates logistic arrangements (booking of rooms, request for refreshment etc.) for meetings hosted by the Director;
- Takes Minutes at meetings, reproduces and distributes Minutes in accordance with established guidelines;
- Maintains schedules of routine and special appointments for the Director and advising of matters requiring prompt attention;
- Receives and makes telephone calls on behalf of the Director;
- Receives/hosts visitors to the Director;
- Maintains an effective filing system that allows for security of documents, and speedy retrieval of documents/information, in accordance with established standards;
- Maintains adequate supply of stationery and other office supplies for the Human Resource Management Team and issues stock;
- Assists in the preparation and collation of reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit or escalate the problem if necessary;
- Liaises with internal staff at all levels and interact with external clients;
- Provides quality customer service in accordance with the Citizens Charter and other generally acceptable customer service standards;
- Performs any other related duties that may be assigned from time to time.

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

- Good interpersonal and customer service skills
- Good oral and written communication skills
- Sound judgment, decision making and problem solving skills
- Excellent time management, planning and organizing skills
- Knowledge of office practice and procedures
- Knowledge of record keeping and records/file management techniques
- Knowledgeable of the Ministry's functions, policies and procedures
- Proficiency in the use of computers as well as computer applications especially Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

### **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**

- Required to work beyond normal working, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14<sup>th</sup> November, 2023 to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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**