



**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)

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**CIRCULAR No. 505**  
**OSC Ref. 6272<sup>18</sup>**

**1<sup>st</sup> December, 2023**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies fill the **not vacant** post of **Executive Secretary 1 (OPS/SS 4)** in the **Information Division, Office of the Prime Minister (OPM)**, for the period **January 2, 2024, to March 1, 2024**, salary range \$1,984,305 - \$2,668,670 per annum.

**Job Purpose**

The Executive Secretary 1 (OPS/SS 4) provides administrative and secretarial support to the Principal Director for the effective and efficient operations of the Information Division.

**Key Responsibilities**

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Complies and disseminates information to internal and external personnel as requested;
- Researches issues and compiles reports on findings as requested;
- Establishes and maintains an effective filing system for the control and safe keeping of classified and confidential documents;
- Organizes logistics arrangements for meetings/functions hosted by the Principal Director (booking of rooms, preparing related documents including Agendas, requesting refreshments etc.) and ensures all arrangements are in place on the day of the event;
- Prepares Agendas for meetings and organises relevant information and documents;
- Takes Minutes at meetings and reproduce and distributes in accordance with established guidelines;
- Liaises with and responds as necessary to stakeholders and external clients;
- Conducts basic research and collates data in support of the work of the team;
- Maintains calendar and schedules of meetings/appointments for the Principal Director advising of matters requiring prompt attention;
- Makes travel arrangements and prepares itinerary for local and overseas business trips for the Principal Director;
- Receives and makes telephone calls for the Principal Director;
- Receives/hosts visitors to the Principal Director and the Division.

**Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Excellent planning and organizing skills;
- Good judgment and problem solving skills;
- Proficient in the use of current/relevant computer applications and information technology e.g. Microsoft Office Suite (Word, Excel, Outlook, Powerpoint);
- Knowledge of Government policies and procedures;
- Knowledge of Office practices and procedures.

**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 Friday, 8<sup>th</sup> December, 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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**