



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 521 **OSC Ref. C.4515/S3²**

11th 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 to be assigned to the post of **Secretary 2 (OPS/SS 2) - (Not Vacant)** in the **Legal Unit, Court Administration Division (CAD)**, salary range \$1,272,269 - \$1,711,060 per annum.

Job Purpose

Under the supervision of the Director, the Secretary 2 (OPS/SS 2) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Units.

Key Responsibilities

Technical/Professional:

- Takes dictation and reproduces letters, memoranda, cabinet notes/submissions, certificates, gazette notices 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 faxes documents;
- Maintains diary and schedules appointments and meetings;
- Receives and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends 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 which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills;
- Good oral and written communication skills;
- Strong customer relations skills;
- Good problem solving and conflict management skills.

Technical:

- Excellent secretarial skills;
- Proficiency in keyboarding skills;
- Proficiency in the relevant software applications.

Minimum Required Qualification 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 or equivalent with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications.
- Graduate from an accredited Secretarial School

Applications accompanied by résumés should be submitted **no later than Friday, 22nd December 2023 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5

Email: hrma@cad.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