

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 46 **OSC Ref. C. 6608⁹**

24th January, 2024

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 **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Administrative Assistant (GMG/AM 4) (Vacant) - National Cultural and Creative Industries Council, Culture and Creative Industries Policy Development and Monitoring Branch**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Research Officer (GMG/AM 4) (Vacant) - National Cultural and Creative Industries Council, Culture and Creative Industries Policy Development and Monitoring Branch**, salary range \$2,478,125 - \$3,332,803 per annum.
3. **Field Services Officer (GMG/AM 4) (Not Vacant) - National Cultural and Creative Industries Council, Culture and Creative Industries Policy Development and Monitoring Branch**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Senior Secretary (OPS/SS 3) (Vacant) - Strategic Planning and Performance Monitoring Division**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Administrative Assistant (GMG/AM 4)

Job Purpose

Under the supervision of the National Director, National Cultural and Creative Industries Council Secretariat, the Administrative Assistant is required to assist in the delivery of efficient and effective administrative and general secretarial services to the Secretariat.

Key Responsibilities

- Manages the National Director's Diary and schedules appointments for meetings etc.;
- Provides administrative support services to the Directors in the Secretariat;
- Assists with research in regard to the preparation of conference papers, policy decision and for meetings/discussions as well as quarterly/monthly Status Reports on the work of the Secretariat;
- Assists with the preparation of Budget Spreadsheets for all major events;
- Manages the payments to clients by monitoring the Budget and preparing commitment forms for submission the Accounts Unit;
- Sorts and distributes correspondence (print and electronic), and assists with the follow-up on special requests made of the National Director;
- Provides support to the National Director, in the preparation, organization and circulating of Minutes of meetings;
- Co-ordinates preparation for the National Director's overseas travel ensuring that all necessary arrangements – travel, accommodation, technical documents/papers are in place;
- Makes travel arrangements and prepares itinerary for local and overseas business trips;
- Provides logistical support for seminars, meetings, press conferences and other events that are being organized by the Secretariat;
- Responds to official enquires about the work of the Secretariat and where necessary, and refers these enquiries to the appropriate officer;
- Attends meetings with the National Director, upon request, takes Notes/Minutes and transcribe information, where requested.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem -solving and decision-making skills

- Good planning and organizing skills
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Good interpersonal Skills
- Customer and Quality Focus
- Managing External Relationships

Technical:

- Sound knowledge of general office procedures and practices
- Good research and information gathering skills
- Sound knowledge in technical/administrative functions
- Knowledge of Government Protocols
- Proficient with the use of all Microsoft Applications including Spreadsheets, WordP Processing, Database Management, presentation and other graphics-related programmes

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management, Management Studies or Public Administration from an accredited Institution;
- Secretarial Diploma/Certificate from a recognized Institution;
- Five (5) years' experience at the Administrative Management Level.

2. Research Officer (GMG/AM 4)

Job Purpose

Under the direction of the Director, Policy and Research, the Research Officer is responsible for conducting sensitive research to support the work of the National Cultural and Creative Industries Council and the Ministry.

Key Responsibilities

Management/Administrative:

- Participates in the development and implementation of the Unit's Operational Plan and Annual Budget;
- Prepares and submits reports as requested.

Technical/Professional:

- Assists with the planning, organizing and implementing research in areas relevant to the work of the National Cultural and Creative Industries Council;
- Assists in identifying key areas of research to support policy formulation and national development;
- Conducts research studies, surveys and provides reports related to findings;
- Processes and analyzes data researched and present findings of research;
- Assists in the preparation of public education and sensitization sessions as directed.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good analytical thinking skills
- Teamwork and co-operation
- Ability to use own initiative
- Good planning and organizing skills
- Integrity
- Good interpersonal skills
- Managing External Relationships

Technical:

- Sound knowledge of statistical methods, survey designs and investigative programmes
- Strong computing, quantities and information gathering skills
- Customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (SPSS or other similar applications)

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Sciences or its equivalent from a recognized institution;
- Three (3) years' experience in a related field.

3. Field Services Officers (GMG/AM 4)

Job Purpose

Under the direction of the Director, Field Services, The Field Services Officer provides support in co-ordinating stakeholders' consultation within the range of Cultural and Creative Industries (CCI) to facilitate business interventions, training, and project monitoring functions.

Key Responsibilities

Management/Administrative:

- Participates in the formulation of the Unit's Operational Plans and Budget;
- Establishes and maintains linkages with other relevant Agencies/Departments, NGOs and interest groups for collaboration on common objectives and information sharing;
- Prepares and submits reports and other documents as required;
- Represents the Division/Ministry at meetings, conferences, seminars and other fora as required and provides reports to the Director.

Technical/Professional:

- Assists in planning consultation meetings with CCIs Sectors and sub-Sectors islandwide;
- Develops and maintains a CCIs resource database;
- Assists in conducting site visits;
- Co-ordinates workshops/seminars;
- Assists in identifying and researching new business opportunities/industries;
- Provides information and screens clients to determine whether they meet the criteria for loan programme;
- Assists in the preparation of project proposals to solicit funding for clients;
- Participates in expos and other events to promote the services of the Organization;
- Collates and circulates business information to clients to stimulate and maintain interest in business development activities as required by the Director;
- Assists in the co-ordination of annual trade fares, exhibitions and conferences.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing
- Good interpersonal skills
- Ability to use own initiative
- Teamwork and co-operation

Technical:

- Sound knowledge of cultural and creative industries development
- Knowledge of Government structures and operations
- Excellent customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- An Undergraduate Degree in Social Science, Cultural or Development Studies or its equivalent from a recognized Tertiary Institution;
- Three (3) years related work experience.

4. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Director, Strategic Planning and Performance Monitoring provides administrative/secretarial services to facilitate the efficient operations of the Division.

Key Responsibilities

- Takes dictation of letters, memos and reproduce;
- Prepares documents on behalf of the Director, Strategic Planning and Performance Monitoring and Directors within the Division;
- Schedules appointments for meetings and maintains Diary;
- Prepares documents for submission to meetings/conferences/workshops;
- Attends meetings to record Minutes and reproduce same for circulation;
- Receives, checks and records all correspondence requiring the Director's attention;
- Receives, screens and provide information to internal and external clients, referring them to the Directors or the appropriate persons as the circumstances warrant;
- Maintains an effective and efficient Filing System that allows for speedy retrieval of documents/information;
- Liaises with Senior Management Team within the Ministry (Departments and Agencies), as required, on behalf of the Director, Strategic Planning and Monitoring;
- Performs any other related duties that may be assigned by the Director from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Teamwork and co-operation
- Ability to use own initiative
- Good planning and organizing skills
- Integrity
- Good interpersonal skills
- Manage external relationships

Technical:

- Excellent typing skills
- Sound knowledge of office administration and procedures
- Excellent customer and quality focus
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- CXC or GCE O' Levels 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 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 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 spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 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 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

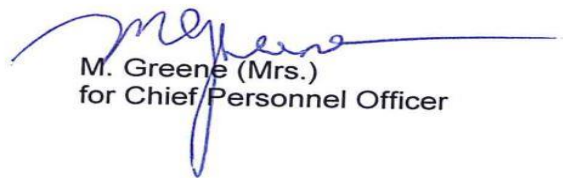
Applications accompanied by résumés should be submitted **no later than Tuesday, 6th February, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: careeropportunities@mcges.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.



M. Greene (Mrs.)
for Chief Personnel Officer