

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
Website: www.osc.gov.jm

CIRCULAR No. 19 **OSC Ref. C.6222¹¹**

8th 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 be assigned to the post of **Executive Secretary (OPS/SS 4) - (Not Vacant)** in the **Post and Telecommunications Department**, salary range \$1,984,305 – \$2,668,670 per annum.

Job Purpose

Under the direct supervision of the Senior Director, Corporate Services the Executive Secretary (OPS/SS 4) is required to proactively, diligently and independently manage, organize, monitor and execute a wide variety of secretarial and administrative duties to enhance and simplify the work processes and operations of the Office while exhibiting a high level of confidentiality.

Key Responsibilities-

Management/Administrative:

- Prepares Individual Work Plan;
- Assists with monitoring matters that have been passed to direct reports and other Senior Managers for action, ensuring that they are pursued to finality and appraises the Senior Director of the results;
- Disseminates circulars/information to staff on behalf of the Senior Director, Corporate Services;
- Receives and screens incoming telephone calls to the Senior Director, Corporate Services, providing friendly and professional greetings, directing calls, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses and responds where appropriate;
- Performs clerical duties such as faxing, photocopying and mailing;
- Maintains the Senior Director, Corporate Services' Diary electronically by recording appointments, meetings, visits etc. on a day-to-day basis and confirms, cancels, and reschedules appointments;
- Accepts and opens all internal and external correspondence addressed to the Senior Director, Corporate Services;
- Manages correspondence by maintaining database and manual records for logging and dispatching of documents.

Technical/Professional:

- Organizes and attends meetings, makes notes and produces Minutes for dissemination and follow-up action;
- Provides accurate word-processing support by composing a variety of documents; this includes highly confidential correspondence, reports, memoranda, contracts and proposals;
- Makes travel and accommodation arrangements for the Senior Director, Corporate Services when necessary;
- Develops and maintains a records management and information system for the Office;
- Researches and collates information to brief the Senior Director, Corporate Services in preparation for meetings and other events;
- Manages the acquisition and use of stationery for the officers of the Senior Director, Corporate Services;
- Prepares status and other reports.

Required Knowledge, Skills, and Competencies

- Good knowledge of the Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act and Financial Instructions, Post Office Act and the Public Bodies and Management Accountability Act
- Good knowledge of the Postal Industry and its operations
- Good knowledge of the administrative of Office Management practices and principles
- Good knowledge of the Government of Jamaica Records and Information Management practices and principles
- Good knowledge of the Web-based research techniques

- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organization skills
- Ability to work with others in the pursuit of team goals

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.

Special Conditions Associated with the Job

- May be required to work outside of normal hours and on weekends.

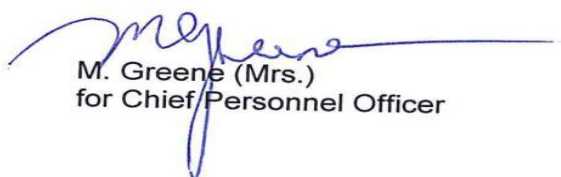
Applications accompanied by résumés should be submitted **no later than Friday, 19th January, 2024 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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