



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 21 **OSC Ref. C. 6272¹⁸**

10th 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 **Cabinet Recording Secretariat Unit, Cabinet Support and Policy Division Office of the Cabinet:**

1. **Senior Co-ordinator (GMG/SEG 3) - (Vacant)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Co-ordinator (GMG/SEG 2) - 2 posts (1 Vacant and 1 Not Vacant)**, salary range \$3,770,761- \$5,071,254 per annum.

1. Senior Coordinator (GMG/SEG 3)

Job Purpose

Reporting to the Director, Cabinet Recording Secretariat, the Cabinet Recording Secretariat Officer is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned. In carrying out these duties, the Officer will record the proceedings of Cabinet and Cabinet Committee Meetings as assigned and handle highly classified information and documents.

Key Responsibilities

- Provides administrative support to the Director for Meetings of the Cabinet and Cabinet Committees chaired by the Prime Minister; and other high-level meetings for which Cabinet Recording Secretariat Services are required by the Prime Minister;
- Serves the aforementioned meetings by, *inter alia*, coordinating of the circulation of agenda-related documents, attending meetings and recording deliberations, writing, editing, proof reading and circulating Minutes and Decisions;
- Provides lead services to Cabinet Committees/Meetings other than stated above;
- Assists with summarizing Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Assists with co-ordination of the arrangements for servicing Cabinet, Committee and Retreat Meetings;
- Oversees preparation and circulation of agenda and documents for assigned meetings and monitor their distribution before each meeting;
- Assists with the co-ordination of arrangements for the timely and secure circulation of Cabinet documents to Cabinet Ministers, Committee Members and other officials;
- Assists with the documenting, updating and disseminating of information to staff on established systems and procedures;
- Qualities Assurance responsibilities with respect to all Minutes and reports generated by the Secretariat, i.e. content, format and timeliness;
- Assists with the maintenance of a robust Cabinet Database;
- Reviews and updates the Cabinet Database Manual, as necessary;
- Secretariat liaison to the Technical Support Department;
- Assists with developing training and informational materials for staff and external persons on Cabinet protocol and procedures and Cabinet Recording Secretariat procedures;
- Provides information and data to support the development and updating of the Budget and the Corporate and Operational Plans of the Cabinet Support and Policy Division;
- Co-ordinates the provision of Secretariat support services to the Cabinet, standing Cabinet Committees and other Committees/Meetings;
- Supports the sensitization of staff of the Cabinet Recording Secretariat to policies, procedures and regulations of the Secretariat and the Ministry, and the Public Service;
- Recommends strategies for improved service delivery;
- Assists with the recruitment, orientation and onboarding of staff and knowledge transfer;
- Provides procedural advice to internal and external clients on the business of Cabinet/Cabinet and Committee procedures (Cabinet Ministers, Ministries, Departments

and Agencies);

- Liaises with Policy Analysts, Policy Analysis and Review Unit, on Cabinet business and procedures and the functioning of the Cabinet and Committees;
- Provides input to the development and updating of the Cabinet Handbook and Code of Conduct;
- Makes general recommendations for key human resource management activities;
- Acts as Director in the absence of the Director.

Required Knowledge, Skills and Competencies

- Excellent writing and analysis skills
- Excellent note taking and minutes writing skills
- Ability to summarize discussions
- Good command of the English Language
- Attention to detail
- Planning and time management skills
- Good supervisory skills
- Good inter-personal and communication skills
- Solution oriented, with strong problem-solving skills and able to work on own initiative
- Confidentiality, discretion and sound judgement
- Ability to work under pressure and to strict deadlines
- Ability to work as part of a team
- Ability to mentor and motivate staff
- Working knowledge of Government operations
- Knowledge of Cabinet business procedures and protocols
- Ability to work effectively with senior Government Officials
- Knowledge of meeting practice and procedures
- Knowledge of databases

Minimum Required Qualification and Experience

- Bachelors' Degree in Humanities, Social Sciences or similar discipline (English degree will be an asset);
- Experience in the use of computer applications and systems, including Microsoft Office Suite;
- Five years' experience in the Public Service, of which two years should be in supervisory capacity in the Public Service.

Special Conditions Associated with the Job:

- Work on weekends/public holidays as required;
- Long hours sitting at computers;
- Long hours sitting in meetings.

2. Co-ordinator (GMG/SEG 2) - 2 posts

Job Purpose

Reporting to the Director/Senior Co-ordinator, Cabinet Recording Secretariat, the Coordinator is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned.

Key Responsibilities

- Summarizes and analyzes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Attends meetings, manually records deliberations and produce accurate Minutes of Cabinet and Cabinet Committee Meetings;
- Produces Minutes in a timely manner for vetting by direct supervisor and Director;
- Compiles and collates Minutes, Cabinet Decisions and other documents for circulation to Cabinet Ministers, Ministries, and other Government Officials;
- Maintains records management system for classification, filing, storage, retrieval, and disposal of Cabinet documents;
- Manages the flow of correspondence and makes necessary referrals to ensure the timely response to requests;
- Coordinates the logistical arrangements for the dispatch of Cabinet documents to Ministries, Departments and Agencies of Government;

- Responds to routine queries from Cabinet Ministers, Permanent Secretaries and other Government officials and refers unusual requests to the Director and Senior Coordinator.

Required Knowledge, Skills and Competencies

- Excellent grasp of the English Language
- Excellent listening, note-taking, recording and report writing skills
- High levels of integrity and confidentiality
- Excellent interpersonal and communication skills

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in English, History or related discipline;
- Experience in meeting practice and procedures;
- Three (3) years' experience performing similar duties.

Special Condition Associated with the Job

- Must be willing to work outside of regular work hours and on weekends;
- Must be able to work under pressure and within strict deadlines.

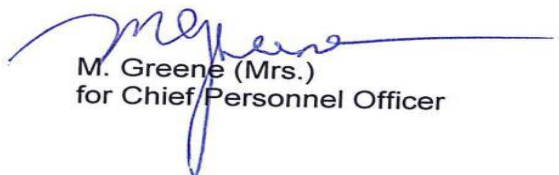
Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd January, 2024 to:**

Senior Director
Human Resource Development and Management
Office of the Cabinet
1 Devon Road
Kingston 10

E-mail: 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.


M. Greene (Mrs.)
for Chief Personnel Officer