



## Office of the Services Commissions

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### **CIRCULAR No. 13** **OSC Ref. 6272<sup>18</sup>**

5<sup>th</sup> 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 the **vacant** post of **Senior Secretary (OPS/SS 3)** in the **Information Division, Office of the Prime Minister (OPM)**, salary range \$1,550,136 - \$2,084,761.

#### **Job Purpose**

Reporting to the Policy Officer, the Senior Secretary is responsible for the provision of general administrative and secretarial support and any other service which may be required for the efficient operations of the Information Division.

#### **Key Responsibilities**

##### ***Correspondence/Document/Information Processing:***

- Responds to routine and other correspondence as directed;
- Reproduces reports and briefs prepared by the Policy Officer;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence and distributes them in accordance with established guidelines;
- Assembles and disseminates information to internal and external personnel as requested.

##### ***Meetings/Functions:***

- Organizes meetings hosted by the Policy Officer;
- Prepares Agendas for meetings and organize relevant information and documents;
- Records and reproduces Minutes at meetings and circulates same to relevant stakeholders in accordance with established guidelines.

##### ***Schedules and Appointments:***

- Maintains schedules of routine and special appointments for the Policy Officer and Director 1 advising of matters requiring prompt attention;
- Makes travel arrangements and prepares Itinerary for local and overseas business trips;
- Receives and makes telephone calls for the Policy Officer and other members of staff;
- Receives/hosts visitors to the Policy Officer.

##### ***Filing:***

- Establishes and maintains a system for the control of confidential files that allows for security and speedy retrieval of documents/information in accordance with established standards;
- Electronic Media Licences database maintained/updated.

##### ***Other:***

- Maintains adequate supply of stationery and other office supplies for the Unit;
- Undertakes assignments specific to the Division;
- Assists in preparation and collection of standard reports;
- Prepares Attendance Reports;
- Research and compile information for reports;
- Prepares 1st Draft of presentations for the Policy Officer and other staff members as directed;
- Follow-ups on directives given and requests made by the Policy Officer and Director 1;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Division;
- Supervises the work of junior secretarial/clerical staff assigned to the Division;
- Performs other related duties that may from time to time be assigned by the Chief Technical Director, Principal Director, Policy Officer or Director 1.

### **Required Knowledge, Skills and Competencies**

- Integrity/Confidentiality
- Excellent interpersonal and customer relations skills
- Excellent oral and written communication skills (excellent command of the English Language)
- Excellent planning and organizing skills with keen attention to details
- Excellent judgement and problem-solving skills
- Excellent time management and organizational skills
- Strong research and analytical skills
- Strong knowledge of applicable Government systems, policies and administrative practices
- Demonstrated ability to work effectively in a team, as well as the ability to exercise high levels of independence and initiative
- Proficient in the use of relevant computer applications, especially, Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of office practices and procedures
- Knowledge of the Ministry's functions, policies 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 four to five (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 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 four to five (4-5) years' general office experience;  
**OR**
- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

### **Special Condition Associated with the Job**

- May be required to work beyond regular working hours, on weekends and on public holidays as the need arises.

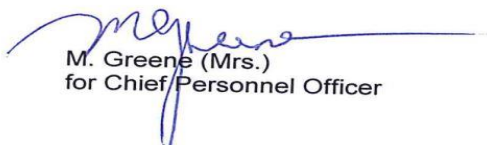
Applications accompanied by résumés should be submitted **no later than Thursday, 18<sup>th</sup> January, 2024 to:**

**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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer