

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. 69
OSC Ref. C. 6555¹⁶

5th February, 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 Industry, Investment and Commerce (MIIC)**:

1. **Administrator (GMG/AM 3) (Vacant) – Monitoring and Regulations Unit/Commerce Division**, salary range \$1,984,305 - \$2,668,670 per annum.
2. **Inventory Officer (PIDG/RIM 3) (Vacant) - Office Management and General Services Branch**, salary range \$1,984,305 - \$2,668,670 per annum.
3. **Secretary 1 (OPS/SS 1) (Not Vacant) - Policy, Planning, Project and Research Division**, salary range \$1,272,269 – \$1,711,060 per annum.
4. **Driver 2 (LMO/DR 2) (Vacant) - Office Management and General Services Branch**, salary range \$24,467 – \$32,905 per week.

1. Administrator (GMG/AM 3)

Job Purpose

Under the general direction of the Director, Commerce (GMG/SEG 4), the Administrator, Monitoring and Regulations (GMG/AM 3), provides technical support and ensures timely processing of the Ministry's Statutory Obligations under the Companies Act and the Charities Act.

Key Responsibilities

Management/Administrative:

- Advises stakeholders and Private and Public Sector customers on matters relating to the Companies Act and the Charities Act as well as other areas of the Division;
- Provides technical support to Commerce related Agencies;
- Provides technical support to the Director of Monitoring and Regulations;
- Represents the Ministry at meetings, seminars and workshops as required;
- Encourages and maintains a system that fosters a culture of teamwork, commitment and good morale of the Division and Ministry;
- Establishes and updates control and monitoring mechanisms within the Unit;
- Provides technical support to the National Export Strategy (Agro Processing Cluster Committee).

Technical/Professional:

- Reviews and processes applications to the Minister under the Companies Act/Charities Act;
- Conducts meetings and public education exercises with clients relating to applications to the Minister under the Companies Act/Charities Act;
- Examines requests from Companies and or their Directors to launch investigations into the affairs of Companies or Directors;
- Advises stakeholders and Private and Public Sector customers on matters relating to the Companies Act and the Charities Act as well as other areas of the Division;
- Makes recommendations to the Minister with regard to requests for investigation into the affairs of Companies or their Directors following consultations with the Legal Department;
- Prepares Notices for publication;
- Prepares Exemption Orders, Extensions and Licences for the Minister's approval;
- Advises Jamaica Printing Services Limited to publish approved Licences, Exemption Orders, and Exemption Extensions in the Jamaica Gazette;
- Maintains control mechanism to ensure that applications to the Minister under the Companies Act are addressed;
- Develops and maintains databases in relation to applications made under the Companies Act/Charities Act;

- Makes recommendations for policy and legislative changes to ensure efficacy of operations;
- Assists in the coordination of seminars, workshops and meetings relevant to the Division's role and functions;
- Performs any other related duties that may be assigned from time to time by the Director of Commodities/Commerce.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Integrity
- Good planning and organizing skills
- Goal/Results Oriented
- Customer and quality focus
- Good interpersonal and networking skills
- Ability to use own initiative
- Good time management skills
- Good problem-solving and decision-making skills
- Good use of technology
- Teamwork and co-operation
- Adaptability
- Good analytical thinking skills
- Managing Client Interface

Technical:

- Excellent knowledge of the Ministry's statutory responsibilities under the Companies Act and the Charities Act
- Proficient in the use of relevant computer applications
- Knowledge of the operations of Government's/Ministry's policies and procedures
- Good presentation skills
- Report writing skills

Minimum Required Qualification and Experience

- Diploma/Certificate in Public Administration, Business Administration or any other related field;
- Three (3) years working experience in the Public Sector.

2. Inventory Officer (PIDG/RIM 3)

Job Purpose

Under the direct supervision of the Director, Office Management and General Services (GMG/SEG 2), the Inventory Officer (PIDG/RIM 3) is responsible to maintain proper inventory records of the Ministry's furniture, equipment and assets. The officer is also responsible for identifying and recommending to the relevant authorities equipment, furniture and assets to the relevant authorities.

Key Responsibilities

Technical/Professional:

- Identifies, records and ensures that all Government furniture, equipment and other assets are inventoried;
- Maintains and secures all inventory records in the Ministry;
- Monitors location of all furniture, equipment and Government assets;
- Develops and maintains inventory records of furniture, equipment and assets of the Ministry;
- Identifies and recommends all repairs and Board of Survey to the relevant authorities;
- Installs and maintains all location records within the Ministry;
- Updates Office Machinery and Equipment Maintenance Records
- Updates Master Inventory Records electronically and manually;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and assets;
- Prepares report on all equipment and furniture that are to be repaired and board of surveyed;

- Arranges all activities associated with the maintenance of office furniture and equipment;
- Checks, collects and records goods/supplies purchased within the specified time frame;
- Obtains signatures for good/supplies received and issued;
- Obtains proper documentation prior to receipt of goods/supplies;
- Checks, issues and records all goods/supplies issued;
- Receives, distributes and maintains records of goods/supplies;
- Maintains an inventory of the Ministry's key.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good interpersonal skills
- Teamwork and co-operation
- Ability to use own initiative
- Integrity

Technical:

- Knowledge of the operations of Government's/Ministry's policies and procedures
- Ability to clean and organize office
- Basic knowledge of landscaping
- Strong knowledge of lawn and garden maintenance
- Ability to follow instructions
- Care of Government assets
- Ability to execute minor repairs to furniture and equipment
- Ability to lift furniture/equipment

Minimum Required Qualification and Experience

- Successfully completed five (5) subjects in CXC/GCE O' Level inclusive of Mathematics/Accounts and English Language;
- Three (3) years work related experience;
- Training in Level 1 Supplies Management would be an asset.

3. Secretary 1 (OPS/SS 1)

Job Purpose

Under the supervision of the Director, Planning and Performance, the Secretary is responsible for providing secretarial and support services to the Planning and Performance Unit and other members of staff to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Acts as a point of contact for internal/external clients;
- Transcribes and reproduces Minutes of meetings;
- Composes and reproduces letters, memoranda and reports;
- Types and prepares various documents for information;
- Maintains a Filing System for the Unit;
- Ensures the confidentiality and security of data and information;
- Receives and makes telephone calls and translates messages;
- Ensures that messages are received and delivered;
- Schedules appointments and arranges meetings;
- Monitors and maintains the Attendance Register and Leave of Absence Cards;
- Maintains and updates records and Filing System;
- Screens and directs visitors to the relevant Officers;
- Records and dispatches incoming and outgoing mails;
- Types, copies and files, analytical reports, documents and other papers;
- Accesses and forwards emails to the relevant officers;
- Receives, forwards and directs faxes to the relevant officers;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good knowledge of the operations of Government's/Ministry's policies and procedures
- Good interpersonal skills
- Good oral and written communication skills
- Very good customer relations skills
- Good problem-solving and conflict management skills

Technical:

- Sound knowledge in office procedures and secretarial skills
- Proficient in the use of relevant software applications

Minimum Required Qualification and Experience

- Graduated from a Secondary School with English Language at the CXC or GCE O' Level and typewriting at a speed of 30-35 w.p.m.
- OR**
- Successful completion of a course of study at an accredited Secretarial School with proficiency in typewriting at a speed of 30-35 w.p.m. and English Language at CXC/GCE O' Level;
- Knowledge of word processing software (basic level) would be an additional asset at this level.

4. Driver 2 (LMO/DR 2)

Job Purpose

Under the supervision of the Office Services and Fleet Manager (GMG/SEG 1), the Driver 2 is responsible to undertake the collection and delivery of mails and documents on behalf of the Ministry; transport staff to and from assignments and conducts routine daily/weekly maintenance of the vehicle.

Key Responsibilities

- Transports goods/materials from the Ministry to location around town;
- Transports farm products for export from locations islandwide;
- Collects and signs for fuel, oil where necessary, accounting for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;
- Checks the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tyres, tools and jack are in place and ensures that any puncture tyre on the unit is changed before driving unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage discovered to the Transport Manager promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Reports any defects or damages done to the vehicle assigned;
- Prepares reports giving details on accidents the vehicle assigned is involved in;
- Performs any other related duties, which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good time management skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Excellent teamwork and co-operation

Technical:

- Excellent vision
- Excellent defensive driving skills

- Proficient in basic mechanics
- Knowledge of basic motor vehicle maintenance
- Knowledge of the operations of Government's/Ministry's policies and procedures
- Knowledge of the road code

Minimum Required Qualification and Experience

- Completion of Secondary level education
- Possession of a General Driver's Licence
- Approval to operate motor vehicle from D.E.M.S.
- Three (3) years' experience in a similar position

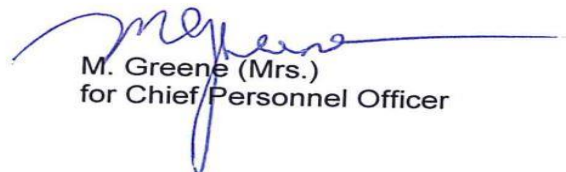
Applications accompanied by résumés should be submitted **no later than Monday, 19th February, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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