

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 63

OSC Ref. C. 5526

2nd 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 the **vacant** post of **Secretary (OPS/SS 2)** in the **Human Resource Management & Administration Branch, Department of Government Chemist**, salary range \$1,272,269 - \$1,711,060 per annum.

Job Purpose

Under the direct supervision of the Human Resources and Administration Manager the incumbent will assist in organizing and administering all secretarial, administrative and clerical activities within the Administration Unit in accordance with the established policies and procedures.

Key Responsibilities

Administrative /Professional:

- Prepares letters and memoranda for the Human Resource and Administration Manager as directed;
- Prepares reports as requested by the Human Resource and Administration Manager;
- Maintains proper records and filing system;
- Agenda and Minutes of meetings are prepared and distributed in a timely manner;
- Incoming and outgoing correspondence are processed and distributed in a timely manner;
- Stationery and office supplies ordered and managed efficiently;
- Maintains staff confidence and protects operations by keeping information confidential at all times;
- Performs other related functions that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Advanced word processing skills;
- Excellent Interpersonal skills;
- Communicate effectively;
- Manage interpersonal communication & relationship.

Technical:

- Working knowledge of Microsoft Suites and the relevant computer applications;
- Excellent knowledge of records management and office procedures;
- Time management and organizational skills;
- Ability to work under pressure and meet deadlines.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in Typewriting at a speed of 40-45 words per minute;
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND).

OR

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications.
- Graduate from an accredited Secretarial School.

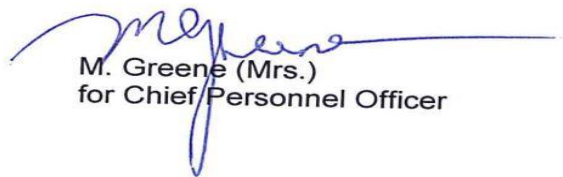
Applications accompanied by résumés should be submitted **no later than Friday, 16th February, 2024 to:**

Manager
Human Resources and Administration
Government Chemist
Department of Government Chemist
Hope Gardens
Kingston 6

Email: government.chemist@moh.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