

Office of the Services Commissions

(Central Government)
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CIRCULAR No. 126 **OSC Ref. C. 6555¹⁷**

13th March, 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. **Human Resource Officer (Staffing and Benefits) (GMG/AM 4) (Vacant) - Human Resource Management and Development Branch**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Records Officer 1 (PIDG/RIM 2) (Vacant) - Human Resource Management and Development Branch**, salary range \$1,550,136 - \$2,084,761 per annum.
3. **Senior Secretary (OPS/SS 3) (Vacant) - Legal Services Unit**, salary range \$1,550,136 - \$2,084,761 per annum.
4. **Secretary 2 (OPS/SS 2) (Not Vacant) - Human Resource Management and Development Branch**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Human Resource Officer (Staffing and Benefits) (GMG/AM 4)

Job Purpose

The incumbent is responsible to undertake the Human Resource Management Staffing and Benefits activities in accordance with established policies and procedures in order to achieve the Ministry's Strategic Objectives.

Key Responsibilities

Management/Administrative:

- Attends conferences, meetings, workshops and seminars, as required;
- Provides Human Resource Management advice and guidance to Heads of Division/Department/Unit.

Technical/Professional:

- Prepares job advertisement for approval in respect of vacant positions after consultation with Director Human Resource Management, for assigned group of employees;
- Prepares Shortlisting Matrix for submission to Recruiting Manager;
- Prepares schedule of short-listed applicants and advises applicant of date, time and venue for interview;
- Participates in the recruitment, selection and appointment of staff for posts equivalent to GMG/AM 4 and below;
- Prepares documents and makes necessary arrangements for interviews including selection mechanism;
- Conducts and documents background checks of successful applicants;
- Investigates queries by the Office of the Services Commissions and provides information;
- Administers test for officers required to be tested;
- Assists with conducting Orientation Programmes for new employees to ensure that new employees are aware of the policies, procedures and regulations of the Division and the Ministry;
- Assists in conducting and analyzing Exit Interviews for employees who are separating from the service and ensures that all separation matters are satisfactorily settled;
- Provides professional advice on the interpretation of Human Resource policies, procedures/guidelines for the Ministry;
- Prepares submissions in respect of recommendations for temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to HREC for approval;
- Ensures that new employees are aware of policies, procedures and regulations of the Division and Ministry;

- Apprises the Heads of Branches of officers who are acting in clear vacancies, employed in clear vacancies and request recommendations as to their suitability for appointment/promotions;
- Prepares letters and distributes approval from HREC for acting appointments, temporary employment, promotions, appointments, resignations and termination and ensures the Salaries Unit is advised to effect payments;
- Maintains the Motor Vehicle Database for all Travelling Officers of the Ministry island-wide;
- Process employee benefits (such as GEASO Health Care, Government Loans, Duty Concession and Grants and transportation for Government employees, as directed;
- Processes application for leave of absence;
- Prepares Declarants List for Statutory Declaration for Income, Assets and Liabilities;
- Assists with updating Period of Service Records.

Human Resource:

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation Programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Interpersonal and customer relation skills
- Results and team oriented
- Integrity and confidentiality
- Ability to use initiative

Technical:

- Understanding of the Staff Orders and the Public Service Regulations
- Knowledge of principles and practices of Human Resource Administration
- Knowledge of relevant Computer Applications

Minimum Required Qualification and Experience

- Bachelor Degree in Human Resource or Public Administration/Public Sector Management or related discipline;
- Two (2) years related experience.

OR

- Associate Degree/Diploma in Human Resource or Public Administration/Public Sector Management;
- Four (4) years related experience.

2. Records Officer 1 (PIDG/RIM 2)

Job Purpose

The incumbent is responsible for assisting the Records Officer (PIDG/RIM 3), in the implementation and maintenance of Registry systems and procedures for efficient and effective File Management within the Ministry.

Key Responsibilities

Management/Administrative:

- Assists in ensuring that the objectives of the Registry are consistent with the overall objective of the Unit;
- Responds to queries and complaints regarding matters affecting the operations of the Registry;
- Ensures that requests for Files, Service Records and/or other personnel document are promptly responded to;
- Assists in monitoring the proper maintenance and handling of records;

- Ensures the maintenance of a record of file movement in and out of the Personnel Registry;
- Maintains a Confidential Registry;
- Receives, sorts and routes requested files to officers;
- Maintains an accurate record of bring-up requests;
- Assists in the creation and maintenance of a personnel records computer databases.

Technical/Professional:

- Sorts and classifies correspondence for filing;
- Creates new files within existing File Classification System;
- Photocopies records for reference and other purposes;
- Assists in identifying, separating and documenting record schedule for destruction;
- Assists with the clearing of closed and inactive files from the Registry;
- Collates statistical data and assisting in the preparation of reports.

Other:

- Assists in updating and maintaining Attendance Registers;
- Assists in updating leave of absence cards;
- Assists with general Leave Administration, as requested (Department and Sick Leave).

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Ability to work as part of a team
- Sound knowledge of established Records Management Systems and Procedures

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

3. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Senior Assistant Attorney General (JLG/LO 5), the Senior Secretary (OPS/SS 3), is responsible for providing all administrative/secretarial support to facilitate the efficient operation of the Legal Services Unit.

Key Responsibilities

- Prepares legal and other documents such as: Cabinet Submissions, Memoranda of Understanding, Affidavits, Leases, Agreements, Contracts, Drafting Instructions for Acts and Regulations, Reports on Court proceedings, Monthly Status Reports, Legislation Reports, Letters, Memoranda etc.;
- Requests for the procurement of office supplies and services prepared for the Senior Assistant Attorney General signature and conducts follow-ups;
- Follow-ups and control mechanisms developed and implemented to support the efficient operations of the Unit;
- Creates and maintains telephone calls and Facsimile Register;
- Answers telephone calls, screens and redirects calls to relevant officers/Departments or Units; delivers messages and checks telephone bills for anomalies;
- Responses to queries and other requests from the public initiated and monitored;
- Downloads/sends emails, sends/receives facsimiles;
- Receives and screens visitors and ensures that they are directed to the relevant officer/Unit;
- Liaises with Divisional Directors/Heads of Department and Agencies to follow up on responses to directives/queries and submission of relevant information;
- Attends meetings and record Minutes and reproduce same for circulation, arranges meeting logistics;
- Responds to routine and other correspondence;
- Opens, checks, processes, distributes and keeps log of incoming mail and logs all outgoing correspondence;
- Makes photocopies, scans and collates documents;

- Maintains Director's Diaries, schedules appointments and prepares and maintains Itineraries for Officers of the Legal Unit;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Manages and maintains an inventory of stationery for availability to members of the Unit;
- Performs research and assists with the gathering of information to support the preparation of documents, reports and sound decision making;
- Checks Travel Claims for completeness and Subsistence Payments for verification/authorization;
- Performs any other related duties that may be assigned from time to time by the Senior Legal Officer/Legal Director and Legal Officer.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to use own initiative
- Integrity
- Compliance
- Methodical
- Customer and quality focus
- Teamwork and co-operation
- Good planning and organizing skills
- Analytical thinking skills

Functional/Technical:

- Knowledge of Office Procedures
- Knowledge of Clerical Filing
- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of web-based research techniques

Minimum Required Qualification and Experience

- CXC or GCE O' Levels 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 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 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 spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 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 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 normal working hours.

4. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Director, Human Resource Management, the incumbent is responsible for providing efficient secretarial support to the Human Resource Management and Development Branch.

Key Responsibilities

Management/Administrative:

- Assists other personnel as may be required, for the purpose of supporting them in the completion of their work activities.

Technical/Professional:

- Types Letters, Memoranda, Pension Particulars, Period of Service Records, Staff Lists, Performance Evaluation Reports, Vacation Leave Computations, Personal Data and various types of forms, as required;
- Receives telephone calls and conveys messages;
- Photocopies documents, as required;
- Records incoming and out-going correspondence/files;
- Dispatches incoming and out-going mail;
- Faxes correspondence to other Ministries and Departments;
- Types Minutes of meetings;
- Checks Diary for meetings from time to time;
- Deputizes for other Secretaries in their absence;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good word processing skills
- Sound knowledge of computer applications
- Sound knowledge of office systems and procedures
- Excellent oral and written communication skills
- Excellent interpersonal skills

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 with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

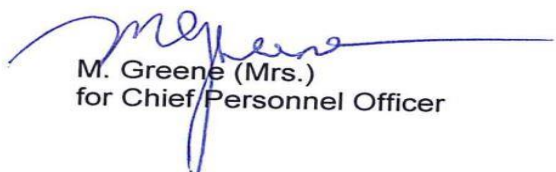
Applications accompanied by résumés should be submitted **no later than Tuesday, 26th March, 2024 to:**

**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