



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. 127 **OSC Ref. C. 5850¹³**

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 **Meteorology Services Branch, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Secretary 2 (OPS/SS 2) – (Vacant)**, salary range \$1,272,269 - \$1,711,060 per annum.
2. **Accounting Clerk 2 (FMG/AC 2) – (Not Vacant)**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent is responsible to assist in providing accounting, stock taking and administrative services for the Meteorological Service.

Key Responsibilities

Technical/Professional:

- Receives and circulates to Branch Heads correspondences for their attention;
- Monitors that incoming correspondences and reports are scheduled and dealt with on a priority basis;
- Takes notes and prepare Minutes of meeting convened by Branch Heads whether Administrative or Technical;
- Screens visitors desirous of visiting Branch Heads and screen their calls;
- Circulates memoranda, circulars and other documents within the Branches;
- Undertake typing for staff of the Division;
- Keeps abreast of the role and functions of the Division with a view to conveying this information to visitors and the general public, when necessary;
- Provides information to the general public of the location of Tropical Cyclones that pose a threat to the Island, when necessary, based on information provided by relevant staff;
- Re-routes correspondences and other materials for filing to Registry;
- Maintains 'third copy file' for Branch Heads;
- Maintains files and records for Branch Heads;
- Maintains a daily Diary of appointments for the Branch Heads and ensure that it is kept up to date;
- Takes dictation in shorthand and transcribing accurately by typing;
- Records telephone messages in the absence of Branch Heads and ensure that they receive all messages;
- Types outgoing correspondences for the Director in the absence of the Executive Secretary.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Quality and customer focused
- Results oriented
- Good interpersonal skills

Technical:

- Competence in the use of Word Processing, Spreadsheet and other office computer applications
- Excellent knowledge of office practice and procedures

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.

2. Accounting Clerk 2 (FMG/AC 2)

Job Purpose

The incumbent is responsible to assist in providing accounting, stock taking and administrative services for the Meteorological Service.

Key Responsibilities

Technical/Professional:

- Checks supplier's bills and suppliers' invoices for accuracy;
- Prepares Invoice Orders for goods and services;
- Checks telephone bills for accuracy;
- Tabulates costs of official and private calls;
- Prepares all the Division's Payment Vouchers;
- Custodians of the Division's Rubber-Stamps;
- Maintains and updates Stock Register;
- Prepares Invoice Order;
- Perform duties of Telephone Operator, whenever the need arises.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Quality and customer focused
- Results and team oriented

Technical:

- Knowledge of stock management and accounting practices
- Knowledge of supplies and inventory management

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CSEC/CXC subjects (General Proficiency, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting, and In-Service training course in Government Accounting are assets.

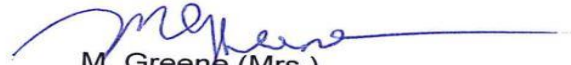
Applications accompanied by résumés should be submitted **no later than Tuesday, 26th March, 2024 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.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