



## Office of the Services Commissions

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### **CIRCULAR No. 117** **OSC Ref. C. 6555<sup>17</sup>**

**7<sup>th</sup> 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 be assigned to the post of **Senior Secretary (OPS/SS 3) – (Not Vacant)** in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**, salary range \$1,550,136 – \$2,084,761 per annum.

### **Job Purpose**

The incumbent is responsible for providing administrative support and secretarial services to the Deputy Government Trustee and to the staff of the Insolvency Administration Unit, as necessary.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Stamps and logs all correspondence received in the Department;
- Logs and dispatches all correspondence leaving the Department;
- Screens visitors and telephone calls for the Department;
- Co-ordinates activities for meetings, transcribes and prepares Minutes of Meetings;
- Receives and passes on correspondence to relevant persons;
- Prepares memoranda, letters, and other correspondence and transmits to the relevant officers as soon as they are available;
- Arranges meetings for the Deputy Government Trustee;
- Maintains the Deputy Government Trustee's Diary;
- Liaises with Heads of Section and personnel to facilitate administrative support;
- Assists in compiling and reviewing monthly and annual Reports;
- Researches and provides information to Deputy Government Trustee in the preparation of reports;
- Follow-ups on directives given and request made by the Deputy Government Trustee;
- Establishes and maintains an appropriate Filing System of the recording and easy retrieval of information;
- Ensures the Deputy Government Trustee's Office is furnished with stationery;
- Manages urgent correspondence, faxes and emails in the absence of a Head of Unit;
- Performs any other related functions assigned from time to time by the Deputy Government Trustee.

### **Required Knowledge/Skills/Competencies**

- Excellent interpersonal and team skills
- Excellent oral and written communication skills
- Excellent time management and organizing skills
- Strong knowledge of human resource practices, policies and procedures
- Working knowledge of relevant computer systems and application
- Ability to use initiative

### **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.

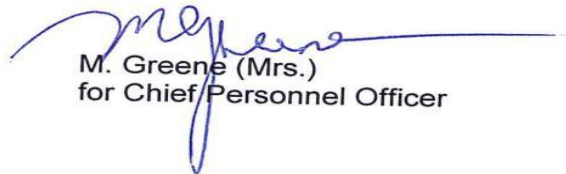
Applications accompanied by résumés should be submitted **no later than Wednesday, 20<sup>th</sup> March, 2024 to:**

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

Email: [hrm@miic.gov.jm](mailto: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