



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. 145

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2nd April, 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 **Executive Secretary 1 (OPS/SS 4) – (Not Vacant)** during the period **July 1, 2024, to August 30, 2024** in the **Finance and Accounts Division, Ministry of Industry, Investment and Commerce**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

- Assist the Principal Finance Officer (PFO) in executing administrative functions critical to the efficient and effective management of the Finance and Accounts Division.
- Responsible for confidential and operational tasks which includes executive office management, frequent communication, and interaction with senior-level personnel necessitating exposure to, and handling of, sensitive information, and administration of personnel policies and procedures.
- Assist in the recordkeeping of expenditures directly relating to the Finance and Accounts Division.

Key Responsibilities

Administrative Support:

- Manages the PFO's schedules including the prioritization of appointments, meetings and conferences to balance accessibility with the demands of departmental management effectively;
- Responsible for day-to-day administration of the PFO's Office;
- Serves as a primary contact and authoritative source on PFO's activities and communicates effectively and frequently with a variety of Departments/Agencies including Chief Executive Officers, Senior Directors, Senior Managers, Project Managers and others;
- Provides key liaison between the PFO and senior level management staff;
- Composes, compiles and prepares correspondence, reports and documents according to verbal or written request; reviews finished materials for completeness, accuracy and compliance with policies and procedures independently;
- Maintains filing system and records; develops and implements filing systems; modifies systems as appropriate;
- Opens, sorts and prioritizes mail ensuring urgent requests are brought to attention and gathering any background information required;
- Prepares agendas, correspondence and memoranda; reviews, routes and answers mail, composing responses for the PFO as appropriate;
- Maintains master calendar of activities, meetings and events;
- Co-ordinates meeting activities: schedule meetings and prepares agendas; arranges facilities; notifies participants; takes and disseminates notes. Maintains mailing/contact list of appropriate Agencies and public officials;
- Screens office and telephone callers; responds to requests from internal and external sources; provides information using regulations, policies and procedures relating to assigned responsibilities;
- Updates and maintains Leave Cards/Records;
- Maintains stationery inventory and ensures stationery is available to staff members of the Finance and Accounts Division.
- Maintains Register for the issuance of receipts for Statutory Deductions and General Consumption Taxes (GCT);
- Performs any other related duties that may be assigned by the PFO.

Technical Support:

- Provides support to the PFO in co-ordinating, compiling, developing and monitoring the Budget for the Finance and Accounts Division; generate reports as required;

- Manages billing file; sort all invoices; scrutinize invoices for accuracy, ensuring the required supporting documentation is attached. Route invoices with discrepancies back to source and monitor follow up. Directs all invoices to PFO for approval.

Required Knowledge, Skills and Competencies

Core:

- Strong organizational skills and detail oriented with the ability to handle multiple tasks simultaneously
- Excellent oral/written communication - speaks/writes clearly and persuasively in positive or negative situations; listen and gets clarification
- Flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal management and staff, as well as outside clients and suppliers
- Works with integrity and ethically upholding organizational values. Maintains a high level of confidentiality
- Ability to work under pressure, meet deadlines and turn around projects promptly
- Ability to prioritize tasks and assess urgency of situations requiring executive attention
- Sound judgement and able to anticipate needs and problems
- Good working knowledge of the PFO's duties

Technical:

- Requires strong knowledge of computer applications, including Microsoft Office, Word, Excel, Power Point, etc.
- Basic knowledge of FAA Act

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 five (5) years' general office experience;
OR
- Graduation 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 five (5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficiency 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

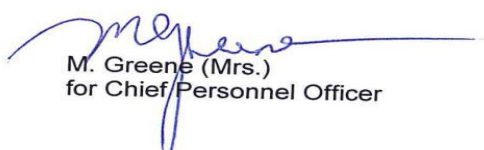
Applications accompanied by résumés should be submitted **no later than Monday, 15th April, 2024 to:**

**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