



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 158 **OSC Ref. 6272¹⁸**

15th 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/fill the following posts in the **Office of the Prime Minister (OPM)**:

1. **Executive Secretary 1 (OPS/SS 4) (Not Vacant) - Access to Information Unit, Information Division**, for the period ***April 22, 2024 to June 28, 2024***, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Executive Secretary 1 (OPS/SS 4) (Not Vacant) - Planning and Development Division**, for the period ***July 1, 2024 to September 2, 2024***, salary range \$2,190,302 - \$2,945,712 per annum.

1. Executive Secretary 1 (OPS/SS 4)

Job Purpose

The Executive Secretary 1 (OPS/SS 4) provides administrative and secretarial support to the Director, Access to Information for the effective and efficient operations of the Access to Information (ATI) Unit.

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Complies and disseminates information to internal and external personnel as requested;
- Researches issues and compiles reports on findings as requested;
- Prepares Agendas for meetings and organizes relevant information and documents;
- Maintains calendar and schedules of meetings/appointments for the Director, Access to Information and Principal Director advising of matters requiring prompt attention;
- Organizes logistic arrangements for meetings/functions hosted by the Director, Access to Information (booking of rooms, preparing related documents including Agendas, requesting refreshment etc.) and on the day of the event, ensures all arrangements are in place;
- Makes travel arrangements and prepares Itinerary for local and overseas business trips for Director, Access to Information;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Receives and makes telephone calls for the Director, Access to Information;
- Receives/hosts visitors to the Director, Access to Information;
- Establishes and maintains an effective filing system for the control and safe keeping of classified and confidential documents.

Required Knowledge, Skills and Competencies

- Excellent customer service skills;
- Effective oral and written communication skills;
- Excellent interpersonal and team skills;
- Excellent planning and organizing skills;
- Confidentiality and integrity;
- Analytical thinking and ability to solve problems.

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.

Special Condition Associated with the Job

- May be required to work outside of normal work hours.

2. Executive Secretary 1 (OPS/SS 4)

Job Purpose

The Executive Secretary 1 (OPS/SS 4) provides administrative and secretarial support to the Chief Technical Director for the effective and efficient operations of the Planning and Development Division.

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Reproduces manuscripts/briefs/reports prepared by or as directed by the Chief Technical Director;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Researches issues and compiles reports on findings as requested;
- Determines the nature of enquiries/requests and refers persons/callers to the appropriate personnel;
- Prepares Agendas for meetings and organizes relevant materials and documents;
- Maintains schedules of meetings/appointments for the Chief Technical Director advising of matters requiring prompt attention;
- Organizes logistic arrangements for meetings (booking of rooms, preparing related documents including Agendas, requesting refreshment etc.);
- Makes travel arrangements and prepares Itinerary for local and overseas business trips;
- Takes Dictations/Notes/Minutes at meetings and reproduces and distributes to relevant personnel;
- Receives and makes telephone calls for the Chief Technical Director and also as required for the general operations of the Division;
- Receives/hosts visitors to the Chief Technical Director;
- Conducts research as directed by the Chief Technical Director; documents findings and prepares report for the Chief Technical Director;
- Establishes and maintains a system for the control of confidential files that allows for security and speedy retrieval of documents/information, in accordance with established standards.

Required Knowledge, Skills and Competencies

- Excellent customer service skills;
- Effective oral and written communication skills;
- Excellent interpersonal and team skills;
- Results oriented;
- Confidentiality and integrity;
- Analytical thinking and ability to solve problems.

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.

Special Condition Associated with the Job

- May be required to work outside of normal work hours.

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

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**