



Office of the Services Commissions

(Central Government)

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CIRCULAR No.162

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17th 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/ fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Secretary (OPS/SS 3) (Not Vacant), Legal Services Unit**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Secretary (OPS/SS 2) (Vacant), Mines and Geology Division**, salary range \$1,439,455 - \$1,935,907 per annum.

1. 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), provides secretarial support services to the Legal Services Unit which has full responsibility for all legal services and representation to the Permanent Secretary and all divisions, departments, agencies, projects and statutory bodies falling under the Ministry's portfolio.

Key Responsibilities

Management/Administrative:

- Receives telephone calls – screens and redirects calls to the relevant Officer or appropriate Divisions/Units;
- Initiates and monitors responses to queries and other requests from the public;
- Follows-up on information requested by the Senior Assistant Attorney General and other officers in the Unit;
- Maintains registers for long distance telephone calls/fax machine and screens telephone bills;
- Receives and screens visitors and ensures that they are directed to the relevant officers or office;
- Liaises with Divisional Directors/Heads of Department and Agencies to follow up on responses to directives/queries and submission of relevant information;
- Drafts simple, routine correspondence for the approval of the Senior Legal Officer/Legal Officer;
- Prepares and circulates notices and other requisite documentation required for meetings as advised by Senior Assistant Attorney General;
- Downloads/sends emails;
- Opens, checks, processes and keeps log of incoming mail, and logs all outgoing correspondence;
- Photocopies and collates legal documents;
- Maintains Supervisor's diaries, schedules appointments, arranges and attends meetings, as required;
- Prepares and maintains itineraries for the Senior Assistant Attorney General and other senior officers in the Unit;
- Maintains and updates confidential file system;
- Manages and maintains an inventory of stationery for availability to members of the unit;
- Prepares requisitions for the procurement of supplies and services for the Unit;
- Follows-up with Procurement Officer on the progress of requisitions;
- Assists with the gathering of information for the monthly Status Reports and the monthly Legislation Programme Report;
- Manages and controls all secretarial and administrative matters that pertain to the general office operations;

- Pre-checks travel claims for travel and subsistence payments for verification/authorization.

Technical/Professional:

- Liaises with external organizations such as the Attorney General's Chambers, Cabinet Office, Chief Parliamentary Counsel, Veterinary Services, Banana Board, National Environment & Planning Agency (NEPA) etc., as directed;
- Types legal 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.
- Performs any other related duties assigned, from time to time, by the Senior Assistant Attorney General.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Initiative
- Integrity
- Compliance
- Methodical
- Good customer and quality focus
- Teamwork and co-operation
- Good planning and organising skills
- Analytical thinking

Technical:

- Proficient in the use of Microsoft Office Applications
- Knowledge of Office Procedures
- Knowledge of clerical filing
- Proficient typewriting at a speed of 50-55 words per minute
- Proficient in shorthand skills at a speed of 100-120 words per minute
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.
- Sound knowledge of web-based research techniques

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language
- Successful completion of the Certificate in Administrative Management (CAM) Level 2 course at MIND
- Proficiency in typewriting at 50 -55 wpm
- Shorthand at 100 – 120 wpm
- 4-5 years general office experience.

OR

- Successful completion of the Certified Professional Secretary (CPS) course
- Successful completion of CAM 2 course at MIND
- CXC or GCE English language at the 'O' Level
- 4-5 years general office experience
- Proficiency in typewriting at 50 -55 wpm
- Shorthand at 100 – 120 wpm
- Training in the relevant software applications e.g Word-processing, Database and Spread Sheet

OR

- CXC or GCE 'O' Level English Language
- Graduate from an accredited Secretarial School with Secretarial Studies
- Proficiency in typewriting at 50 – 55 words plus Shorthand at 100 -120 w.p.m.
- Successful completion of CAM 2 course at MIND
- Training in the use of a variety of software applications e.g. Word-Processing, Database and Spread Sheet.
- 4-5 years' general office experience.

Special Conditions Associated with the Job

- Work will be conducted in an office equipped with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Maybe required to work beyond normal working hours at times.
- May be required to travel locally to attend conferences, seminars and meetings.

2. Secretary (OPS/SS 2)

Job Purpose

Under the supervision of the Human Resource Management and Administration Manager (GMG/SEG 1), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative support services for the efficient operation of the office of the Human Resource Manager.

Key Responsibilities

Management/Administrative

- Types reports, letters, memoranda and other documents as directed;
- Records and dispatches incoming and outgoing correspondence;
- Organizes relevant information and documents for interviews;
- Ensures that all outgoing documents are adequately prepared for dispatch;
- Types letters, reports, minutes, memoranda and miscellaneous documents;
- Maintains and updates filing system;
- Receives, screens and dispatches all phone calls;
- Maintains Travel Registry;
- Updates appointment diary;
- Dispatches monthly attendance reports;
- Processes routine correspondence;
- Photocopies documents;
- Maintains stationery supplies;
- Monitors Telephone Operator relief schedule;
- Maintains birthday register;
- Prepares orientation documents;
- Assist in new employee orientation process;
- Coordinates holiday/intern schedule;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good teamwork and cooperation
- Good planning and organizing skills
- Integrity
- Compliance
- Good time management skills
- Good problem-solving and decision-making skills
- Ability to managing client interface

Technical

- Excellent secretarial skills
- Proficiency in the relevant computer applications
- Proficiency in shorthand at a speed of 80-100 w.p.m.
- Proficiency in typewriting at a speed of 40-45 w.p.m.
- Knowledge of the operations of Government /Knowledge of the Ministry's policies and procedures.
- Knowledge of record-keeping, office procedures and HR/GOJ policies.
- Ability to record and transcribe minutes.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent
- Proficiency in typewriting at a speed of 40-45 words per minute
- Successful completion of the Certificate in Administrative Management Level 1 or 2 or the Secretarial Qualifying Examinations at the Management Institute for National Development (MIND).

OR

- CXC or GCE 'O' Level English Language
- Proficiency in typewriting at a speed of 40-45 words per minute
- Training in word processing and spreadsheet applications.
- Graduated from an accredited Secretarial School
- At least two (2) years' experience in the field.
- Shorthand at 80-100 words per minute would be an asset.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.
- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Tuesday 30th April, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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**