



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-932-5980/ 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

28th May, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 4/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Secretary 2 (OPS/SS 2)**, salary range **\$1,439,455 – 1,935,907** per annum and any allowance(s) attached to the post in the **City Municipality of Portmore**.

Please see attached the relevant job posting.

Applications are to be submitted no later than 7th June, 2024 to:

**Chief Executive Officer
Portmore City Municipality
1 Cookson Pen
Braeton Park Way
Portmore
St. Catherine**

Please note that only short-listed applicants will be contacted.

M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

PORTMORE CITY MUNICIPALITY

JOB VACANCY

Applications are invited from suitably qualified persons to fill the following post at the Portmore City Municipality:-

SECRETARY 2 (OPS/SS 2)

JOB PURPOSE:

Under the direction of the Human Resources and Facilities Manager, the incumbent will be responsible for the efficient and effective operations of the secretarial process in the Human Resources and Facilities Unit.

CORE RESPONSIBILITIES:

1. Attending Committee meetings to record and reproduce minutes of meetings
2. Typing of letters/correspondence/business documents etc.
3. Circulation of minutes of meetings to members, Officers and other relevant Agency Representatives
4. Assisting with collating and circulation of Minute books and other relevant documents
5. Answering telephone queries from internal and external clients and directing calls to the relevant Officers for action
6. Conducting the necessary research to provide relevant information with which to aid the decision-making process of the Human Resources and Facilities Unit.
7. Photocopying of correspondences/documents
8. Filing documents on the relevant files
9. Performing out any other related duties as directed by the Human Resources and Facilities Manager or her nominee.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of relevant computer applications
2. Knowledge of the laws, policies and procedures governing the Portmore City Municipality's operations
3. Knowledge of Minute taking and reproduction
4. Knowledge of Records Management Systems and Procedures
5. Good Customer Relations Skills
6. Good Time Management Skills
7. Ability to work in a team-oriented environment
8. Ability to communicate effectively both orally and in writing
9. Good interpersonal skills
10. Demonstrate sound work ethics

REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) CXC/GCE subjects including English Language and a numeric subject
- Proficiency in Typing: 40-45 words per minute
- Proficiency in Shorthand or Speedwriting at 80-100 words per minute.
- Successful completion in the prescribed Office Professional Training Course at MIND or Graduation from an accredited Secretarial School
- Three (3) years' experience in related field

Salary range: \$1,439,455 - \$1,935,907 per annum

Kindly address applications to: Chief Executive Officer
Portmore City Municipality
1 Cookson Pen
Braeton Park Way
Portmore
St. Catherine

Closing date: 7th June, 2024

Please note that only short-listed candidates will be contacted.