



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 220 **OSC Ref. C. 6664**

28th May, 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 fill the **vacant post of Secretary 2 (OPS/SS 2) - (2 posts)** in the **Office of the Parliamentary Counsel, Ministry of Legal and Constitutional Affairs**, salary range \$1,439,455 - \$1,935,907 per annum.

Job Purpose

Under the general direction of the Chief Parliamentary Counsel, the Secretary is responsible for providing Secretarial services to the assigned Legal Officer(s). The incumbent is also responsible for preparing legal documents for submission to the relevant MDAs. eg. Proofreading material for spelling, grammar and punctuation errors, correct format, presentation and edit accordingly. Typing and editing of Laws; Orders; Rules; Regulations; Notices Memorandum to Ministries, etc.

Key Responsibilities

To provide high quality secretarial services that meet client Ministry expectations:

- Provides secretarial services to the assigned Legal Officer(s);
Typing, proofreading and editing of:
 - Laws; Orders; Rules; Regulations; Notices ;
 - Memorandum to MDAs;
- Assists with the proofreading of draft Bills;
- Takes minutes of meetings, when required;
- Assists with the annotation of the Laws of Jamaica and their Subsidiary Legislation, when enacted and ensuring that Gazettes received from the Printing Service are noted in the Guide to the Subsidiary Legislation;
- Assists with updating OPC volumes of the Laws of Jamaica by removing and inserting pages, as directed;
- Assists with updating file Minute Sheets;
- Performs additional tasks assigned from time to time.

Required Knowledge, Skills and Competencies

- Critical thinking skills;
- Results oriented;
- Emotional intelligence;
- Attention to detail;
- Client focus;
- Teamwork and collaboration;
- Flexibility and adaptability;
- Self-confidence and courage of conviction;
- Good planning and organizing skills;
- Decisiveness;
- Good oral and written communication skills;
- Good time Management skills.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications.

Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;

- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 10th June, 2024 to:**

**Manager, Human Resource Management and Administration
Office of the Parliamentary Counsel
61 Constant Spring Road
Kingston 10**

Email: opchrm@moj.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**