



## Office of the Services Commissions

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### **CIRCULAR No. 264** **OSC Ref. C. 5849<sup>12</sup>**

25<sup>th</sup> June, 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 following **vacant** posts in the **Independent Commission of Investigations (INDECOM)**:

1. **Secretary 2 (OPS/SS 2) (Headquarters and Western Region)** salary range \$1,439,455 - \$1,935,907 per annum.
2. **Bearer (LMO/DR 1) (Corporate Services)**, salary range \$22,720 - \$30,556 per week.

#### 1. **Secretary 2 (OPS/SS 2)**

##### **Job Purpose**

To provide secretarial support to the commission.

##### **Key Responsibilities**

- Prepares accurately typed reports, letters and other correspondence from manuscript;
- Assists the department with office management practices;
- Maintains an efficient filing system for correspondence and files;
- Provides general information to internal and external customers/clients;
- Deals promptly with routine correspondence;
- Screens telephone calls and visitors;
- Dispatches mail, sending fax and emails, scanning and photocopying documents;
- Maintains Case Management Log and Database;
- Takes minutes, dictation and scheduling appointments for meetings;
- Assists in monitoring supplies inventory.

##### **Required Knowledge, Skills and Competencies**

- Excellent written and oral communication skills
- Good customer service and interpersonal skills
- Good time management skills
- Proficiency in relevant computer applications
- Ability to work in teams.

##### ***Specific knowledge (however acquired) required to start:***

- Comprehensive knowledge of office procedures and systems
- Sound knowledge of customer service
- Sound knowledge of computer applications.

##### **Minimum Required Qualification and Experience**

- Diploma in Secretarial Studies; **and**
- Certificate in Administrative Management Level 2 (MIND); **and**
- Four (4) CXC/GCE including English Language.

##### **Special Conditions Associated with the Job**

- Work beyond normal office hours;

## 2. **Bearer (LMO/DR 1)**

### **Job Purpose**

Under the direction of the Office Services Manager, the incumbent provides messenger services to support the effective work of the Commission.

### **Key Responsibilities**

- Provides bearer services:
  - Delivers and collects packages/items/mail on behalf of the Commission;
  - Obtains signatures on delivery of mail/packages and secures receipts for transactions;
  - Communicates with Supervisors after deliveries and collections are completed;
- Undertakes other approved errands;
- Assists in the sorting of incoming and outgoing mail and packages;
- Monitors petrol levels of assigned motorcycle and requests and replenishes as necessary;
- Cares for the assigned motorcycle, including cleaning and light maintenance, and reports any mechanical/electrical issues;
- Ensures the security and general appearance of the assigned motor cycle;
- Conducts daily inspection and advises of servicing needs of assigned motor cycle;
- Performs any other related duties as assigned.

### **Required Knowledge, Skills and Competencies**

- High level of integrity and accountability;
- Good inter-personal and organizational skills;
- Excellent communication skills (verbal and written);
- Good office etiquette;
- Professional/pleasant personality;
- Discreet behaviour and confidentiality are exercised in the conduct of duty
- Competent and experienced rider/driver
- Excellent riding/driving record

### **Minimum Required Qualification and Experience**

- Secondary School Education
- Possession of a valid motor cycle general 8000 Licence (at least 2 years old)
- Three (3) years' experience as a Bearer

### **Special Conditions Associated with the Job**

- Work beyond normal office hours;

Applications accompanied by résumés should be submitted **no later than Monday, 8<sup>th</sup> July, 2024 to:**

**Director, Human Resource  
1 Dumfries Road  
Kingston 10**

**Email: [hrd@indecom.gov.jm](mailto:hrd@indecom.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**

