



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 329 **OSC Ref. C.4860¹¹**

29th August, 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 **Senior Secretary (OPS/SS 3)** in the **National Investment Secretariat, Ministry of Labour and Social Security (MLSS)**, salary range \$1,711,060 – \$2,301,186 per annum.

Job Purpose

Under the general direction of the Executive Secretary, the Senior Secretary will provide secretarial services and administrative support to the National Insurance Investment Secretariat, National Insurance Fund (NIF), which shall include but not be limited to the maintenance of an accurate record of all files and documents and the maintenance of an effective follow-up system, making appointments, drafting memoranda in relation to administrative matters from time to time, recording and preparing Minutes and other documents, receiving visitors, making arrangements for meetings, preparing replies to routine correspondence and obtaining and collating information as required.

Key Responsibilities

- Types and submits letters, memoranda, circulars to the appropriate officers/Departments as required;
- Photocopies and scans documents as required;
- Dispatches letters and relevant documents to staff members and public entities as required;
- Responds to telephone and email queries appropriately and relays information to the relevant officers;
- Prepares documents for review;
- Takes and prepares minutes and reports for meetings;
- Maintains a filing system;
- Conducts research, gathers data and other information that may be required to support the operation of the NIF;
- Prepares various kinds of reports and briefs related to varying aspects of the overall work of the National Insurance Fund;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Good planning and organizing skills;
- Good oral and written communication skills;
- Proficiency in the use of Microsoft Office applications;
- In-depth knowledge of the NIF and subsidiaries;

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 four to five (4-5) years' general office experience;
- OR**
- Graduated 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 four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th September, 2024 to:**

**Senior Director
Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**