



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
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24th July, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 19/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Senior Secretary (OPS/SS 3)**, salary range \$1,711,060 – \$2,301,186 per annum and any allowance(s) attached to the post in the **St. Thomas Municipal Corporation**.

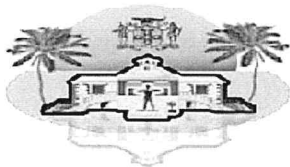
Please see attached the relevant job posting.

Applications are to be submitted no later than 9th August, 2024 to:

Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

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

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



St. Thomas Municipal Corporation
11 Church Street
Morant Bay P.O.
St. Thomas

JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Job Title: SENIOR SECRETARY
Grade: (OPS/SS 3)
Department: ADMINISTRATIVE
Direct Reports: DIRECTOR OF ADMINISTRATION

Senior Secretary (OPS/SS 3) Post No. 128195 – salary range: \$1,711,060

Summary of Duties:

The incumbent is responsible for providing secretarial and administrative support to the Director, Administration and HRM in order to ensure that services are provided in an effective and efficient manner.

Core Responsibilities:

- Scheduling and confirming appointments for the Director and arranging meetings
- Logging and distributing incoming and outgoing mail
- Answering the telephone and addressing queries or referring calls
- Filing correspondence by following appropriate filing procedures
- Typing Contracts, requisitions, forms and other documents in accordance with established policies/procedures/requirements with the use of computerized and manual systems
- Preparing reports, presentations and providing information to stakeholders regarding company projects and programmes
- Assisting in the co-ordination of administrative procedures such as department's budgets submissions, contracts administration and work schedules
- Recording and reproducing Minutes of meetings.
- Conducting research, compiling data and preparing papers for considerations and presentation to Committees
- Liaising with departmental and corporate officials, other organizations and associations as directed by the Director
- Any other duties assigned from time to time.

Qualification and Experience

- CXC or GCE 'O' Level English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), 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.