



## Office of the Services Commissions

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### **CIRCULAR No. 361** **OSC Ref. 6272<sup>18</sup>**

**13<sup>th</sup> September, 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 Internal Audit Unit, Office of the Prime Minister (OPM)**, salary range \$1,711,060 - \$2,301,186.

#### **Job Purpose**

Reporting to the Chief Internal Auditor (CIA), the Senior Secretary is responsible for providing administrative support to the Chief Internal Auditor and staff for the effective and efficient operations of the Internal Audit Unit.

#### **Key Responsibilities**

##### ***Customer Relations***

- Receives and makes telephone calls to/from the Unit and takes messages, if applicable;
- Receives and screens visitors to the Internal Audit Unit, ensuring that they are directed to the relevant officers/office.

##### ***Process Correspondence/Documents/Information:***

- Composes letters/memoranda from general instructions or using own initiative;
- Responds to routine and other correspondence, as directed;
- Reproduces briefs and reports as instructed by the Chief Internal Auditor;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence and distributes them in accordance with established guidelines;
- Assembles and disseminates information to internal and external personnel, as requested;
- Retrieves documents/information, as required, by the CIA and staff within the Unit in accordance with established standards;
- Develops and maintains databases;
- Maintains inventory of stationery and other office supplies for the Unit;
- Accesses and sends email via internet.

##### ***Meetings and Functions:***

- Organizes meetings hosted by the Chief Internal Auditor;
- Prepares Agendas for meetings and organises relevant materials and documents;
- Records and reproduces minutes at meetings and circulates same to relevant stakeholders in accordance with established guidelines.

##### ***Schedules and appointments:***

- Maintains schedules of meetings and special appointments for the CIA advising of matters requiring prompt attention;
- Makes travel arrangements and prepares itinerary for local and overseas business trips.

##### ***Filing:***

- Establishes and maintains a system for the control of confidential files;
- Files correspondence and other materials and maintains a record of movement of files/records;
- Makes photocopies and faxes to support the CIA and staff within the Unit.

##### ***Research:***

- Conducts research, compiles information and prepares report.

##### ***Other:***

- Assists in preparation and collation of standard reports;
- Performs any other related duties that may be assigned from time to time.

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

### **Core:**

- Integrity/confidentiality;
- Excellent command of the English language;
- Good oral and written communication skills;
- Excellent time management skills;
- Excellent planning and organizing skills;
- Excellent interpersonal and customer relations skills;
- Sound judgment and initiative;
- Excellent problem-solving skills;
- Ability to work under pressure.

### **Technical:**

- Proficient in the use of computer and software applications including Microsoft Office Suite (Word, Excel, PowerPoint, Teams);
- Strong research and analytical skills;
- Knowledge of record keeping and records/file management techniques;
- Knowledge of office practices and procedures;
- Knowledge of the operations of the Public Service and the Ministry's functions, policies and procedures.

## **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.

## **Special Condition Associated with the Job**

- May be required to work outside of normal work hours.

Applications accompanied by résumés should be submitted **no later than Thursday, 26<sup>th</sup> September, 2024 to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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**