



Office of the Services Commissions

(Central Government)

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1st October, 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 **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Principal Director, Trade, Investment and Commerce (GMG/SEG 6) - Office of the Chief Technical Director**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Principal Director, MSME, Industry and Emerging Sector Development and ISO (GMG/SEG 6) - Office of the Chief Technical Director**, salary range \$9,401,821 - \$12,644,404 per annum.
3. **Research and Policy Analyst (GMG/SEG 3) - Office of the Permanent Secretary**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Technical Assistant (GMG/SEG 1) - Office of the Chief Technical Director**, salary range \$3,501,526 - \$4,709,163 per annum.
5. **Executive Secretary 1 (OPS/SS 4) (2 posts) - Office of the Chief Technical Director**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Principal Director, Trade, Investment and Commerce (GMG/SEG 6)

Job Purpose

Under the direction of the Chief Technical Director, the Principal Director is required to provide guidance, and leadership and monitoring of policy and legislative framework matters related to trade, investment and commerce as well as provide oversight for the implementation of all projects related to these portfolios. The Director will also develop and deliver strategies and programmes to promote export growth and increased investment and will build and leverage relevant high-level networks and relationships with local, regional and international partners and stakeholders.

Key Responsibilities

Technical/Professional:

- Develops and delivers investment attraction strategies to promote Jamaica as an ideal location for foreign direct investment and business development across priority industry and growth sectors;
- Supports Jamaican companies seeking to develop significant trade and investment opportunities;
- Leads engagement with relevant Ministries, Agencies and Departments, and regional and international organizations, to provide input and delivery on market access barriers issues, internationalization of micro, small and medium-sized enterprises, and expansion of trade in services;
- Initiates, plans and manages activities to generate interest and awareness of the investment and business development potential for businesses;
- Schedules and participates in events, conferences, exhibitions, presentations, roadshows, and meetings to promote the country's interests in targeted economic sectors and its export strategies;
- Develops and maintains relevant high-level professional networks and relationships in local, regional and international markets for the benefit of Jamaican businesses, Agencies, institutions and organizations.
- Provides guidance on trade related inquiries around agreed major trade opportunities.
- Identifies issues that inhibit access to regional and international markets for Jamaican exporters and investors and communicates these barriers to relevant organizations;
- Applies sound business practices and maintains accuracy of information in all interactions to deliver accurate and timely reporting and effective relationship management;

- Utilizes networks and relationships to facilitate business relationships between Jamaica and local and international agencies, institutions and companies;
- Leads consultations on trade, investment and commerce related policies, programmes and legislation with stakeholders at a national, regional and international level, in keeping with GOJ policies;
- Oversees the monitoring of assigned Agencies with the Ministry to ensure compliance with GOJ's policies and guidelines, as well as compliance with the public investment and procurement framework with respect to investment projects;
- Prepares and reviews Cabinet Submissions, Notes, Briefs, Reports and Position Papers to facilitate the implementation of policies, projects, legislation that support improvement of the business environment;
- Provides policy direction to Agencies under the Ministry's purview;
- Negotiates partnership agreements with bodies, private and public, with respect to Investment Programmes, projects and activities. Monitors these agreements to ensure compliance with deadlines and in accordance with the stated objectives;
- Monitors and supervises activities related to investments and investment project implementation;
- Interfaces with critical local institutions and organization on an ongoing basis e.g. Development Council, NEPA & NLA, with a view to enhancing the flow of approvals for investment projects and resolving any issue(s) that may disrupt successful project implementation.

Management/Administrative:

- Prepares and oversees preparation of Reports to Ministers other Ministries, Permanent Secretary, Chief Technical Director, Agencies and international meetings and conferences Oversees the development and implementation of the Branch's Strategic Business/ Operational Plans, Budget and Individual Work Plans;
- Represents the Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars relevant to the Division's roles and functions;
- Reviews Annual Reports from Agencies;
- Ensures that policies and programmes of the assigned Units and Divisions as well as agencies and projects under its purview, are administered efficiently to achieve set targets;
- Ensures Operational Plan of the assigned Units and Divisions are technically sound and that objectives set are achievable and consistent with overall Policy Directive.

Human Resources:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Provides guidance to staff through coaching, mentoring, training, providing assistance and support, as needed;
- Participates in the recruitment and selection of staff;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division, the Ministry and the Government;
- Initiates disciplinary proceedings, where appropriate;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings, as necessary, to discuss job scheduling and any other issues/problems and provides solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and problem-solving skills;
- Excellent oral and written communication and presentation skills;
- Negotiating skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Customer and quality focus;

- Good time management skills;

Technical:

- Ability to manage conflicting and complex demands and priorities, work at pace, flexibly and under pressure and make effective decisions;
- Experience of a successful leadership role in a complex organization, providing strategic prioritization and clear evidence of empowering others to achieve organizational goals;
- Significant experience in and/or high-level understanding of the trade and investment activities in the priority industry sectors for Jamaica;
- Experience working with international development partners and preparing project proposals and grant funding documents;
- Ability to apply conceptual and critical thinking skills to analyse and resolve complex issues;
- Proven knowledge of investment, commerce and trade issues and the overall Jamaican business environment;
- Excellent knowledge of Jamaica Promotions Act, Investment Incentives Act and other relevant legislation;
- Knowledge of Jamaica's trade agreements and international obligations;
- Strong ability to build networks and develop collaborative relationships internally and between industry, Government, community and other stakeholders;
- Strong ability to lead a team through empowering and encouraging them to take responsibility and achieve results.

Minimum Required Qualification and Experience

- Graduate or Post-Graduate qualification in International Business, Trade, Economics/Finance, Business Administration, or related areas;
- Five (5) to seven (7) years' experience in a Senior Management position;
- Three (3) years' experience in trade, investment, or commerce policy.

Special Conditions Associated with the Job

- Occasional need to travel on Government Business/Workshops (local and overseas)
- Ability to work under stress and meet very short deadlines while maintaining high standards of work;
- Must be resourceful in ability to get things done within a complex bureaucracy without getting easily frustrated;
- Have or able to build strong high-level network in the Public and Private Sector;
- Reliable and trustworthy;
- Must be flexible and available at all times;
- Must be flexible and able to be called on at any/or odd times to deal with unexpected demands.

2. Principal Director, MSME, Industry and Emerging Sector Development and ISO (GMG/SEG 6)

Job Purpose

Reporting directly to the Chief Technical Director, the Principal Director must provide guidance, leadership and monitoring of activities related to the development of MSMEs, Industry, Emerging Sectors and quality management systems. The Principal Director will develop and deliver strategies and programmes to promote business growth and development which will result in increased exports of goods and services.

Key Responsibilities

Technical/Professional:

- Develops and produces proposals to support project funding in support of business and industry development projects and initiatives;
- Provides expert guidance and advice in industrial development, implementation of ISO standards and MSMEs focal area;
- Initiates, plans and manages activities to generate interest and awareness of business development opportunities;
- Helps to institutionalize a system for the on-going promotion of procurement of goods, works and services from local businesses to create demand and reduce imports;

- Develops and manages a system for the tracking and reporting of Government procurement under the special and differential treatment mechanism and other related initiatives;
- Influences the development of projects and programmes for the provision of business development services to the MSMEs;
- Defines and sets targets for the achievement of plans for the MSME sector, in accordance with the revised MSME Policy and Implementation Plan;
- Develops initiatives to strengthen the Ministry's leadership of the MSME sector, in collaboration with key private and public sector stakeholders;
- Gives advice on resolving complex issues affecting data and information management for the MSME Sector and selected industries;
- Influences resource mobilization for the implementation of ISO standards such as ISO 9001, ISO 22000, ISO 17020, and ISO 17025 across the Public and Private productive Sectors;
- Promotes the implementation of ISO quality systems to medium-sized entities particularly those with a focus on export enterprises;
- Encourages different target groups to implement ISO quality standards, as may be applicable to them;
- Supports ISO 9001 certified entities to implement productivity interventions/streamline processes and enhance productivity;
- Oversees a system that requires ISO certified agencies to continually eliminate non-value-added elements of their standard operating procedures and reports on them to improve the business environment;
- Provides expert advice on the development of policies and strategies for the manufacturing sector, services sector, craft industries, etc., as well as emerging sectors;
- Oversees the full life cycle of projects, from identifying new opportunities, evaluating, developing, marketing, negotiating, managing risk to closing, as required;
- Supports Jamaican companies seeking to access incentives and benefits under existing trade agreements, working in collaboration with relevant MDAs and the Private Sector;
- Supports other Divisions of the Ministry when engaging with relevant Ministries, Agencies and Departments, and regional and international organizations, to provide input and delivery on market access barriers issues, internationalization of micro, small and medium-sized enterprises and expansion of trade in services;
- Schedules and participates in events, conferences, exhibitions, presentations, roadshows, and meetings to promote business and industry development;
- Develops and maintains relevant high-level professional networks and relationships in local, regional and international markets for the benefit of Jamaican businesses, agencies, institutions, and other organizations;
- Applies sound business practices and maintains accuracy of information in all interactions to deliver accurate and timely reporting and effective relationship management;
- Utilizes networks and relationships to facilitate business relationships between Jamaica and local and international agencies, institutions and companies;
- Leads consultations on ISO, MSME policy, business development, emerging industry development and industry growth with stakeholders at a national, regional and international level, in keeping with GOJ policies;
- Oversees the monitoring of assigned Agencies within the Ministry to ensure compliance with GOJ's policies and guidelines and with the public investment and procurement framework regarding projects;
- Prepares and reviews Cabinet Submissions, Notes, Briefs, Reports and Position Papers to facilitate the implementation of policies, projects, legislation that support improvement of the business environment;
- Introduces and maintains systems for data and information collection, sharing and dissemination, analysis and reporting;
- Oversees research and special studies in support of emerging industries development;
- Monitors agreements to ensure compliance with deadlines and in accordance with the stated objectives;
- Oversees the formulation, review and implementation of relevant policies, strategies, rules, regulations, systems and procedures for the respective portfolios.

Management/Administrative:

- Prepares and oversees preparation of Reports to Ministers, other Ministries, Permanent Secretary, Chief Technical Director, Agencies and international meetings and conferences;
- Oversees the development and implementation of Strategic Business/Operational Plans, Budget, and Individual Work Plans;
- Ensures Operational Plan of the assigned Units and Divisions are technically sound, and that objectives set are achievable and consistent with overall policy directive;
- Represents the Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops, and seminars relevant to the Division's roles and functions;

- Reviews Annual Reports from agencies and provides recommendations for improvement;
- Ensures that policies and programmes of the assigned Units and Divisions, as well as agencies and projects, are administered efficiently to achieve set targets.

Human Resources:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Provides guidance to staff through coaching, mentoring, training, assistance and support, as needed;
- Participates in the recruitment and selection of staff;
- Ensures that staff are aware of and adhere to the policies, procedures and regulations of Division, the Ministry, and the Government;
- Initiates disciplinary proceedings, where appropriate;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings, as necessary, to discuss job scheduling and any other issues/problems and provides solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and problem-solving skills;
- Excellent oral and written communication and presentation skills;
- Negotiating skills;
- Excellent interpersonal skills;
- Excellent planning and organizational skills;
- Customer and quality focus;
- Good time management skills.

Technical:

- Knowledge of development economics, development issues, and successful strategies implemented by developing countries;
- Experience in managing development interventions;
- Ability to manage conflicting and complex demands and priorities, work at pace, flexibly and under pressure and make effective decisions;
- Experience of a successful leadership role in a complex organization, providing strategic prioritization and clear evidence of empowering others to achieve organizational goals;
- Significant experience in and/or high-level understanding of the standards, trade and investment activities in the priority Industry Sectors for Jamaica;
- Experience working with international development partners and preparing project proposals and grant funding documents;
- Ability to apply conceptual and critical thinking skills to analyze and resolve complex issues;
- Proven knowledge of investment, commerce and trade issues and the overall Jamaican business environment;
- Excellent knowledge of Jamaica Promotions Act, Investment Incentives Act and other relevant legislation;
- Knowledge of Jamaica's trade agreements and international obligations;
- Strong ability to build networks and develop collaborative relationships internally and between industry, Government, community, and other stakeholders;
- Strong ability to lead a team through empowering and encouraging them to take responsibility and achieve results;
- Capacity to foster and sustain strategic relationships with Ministry and Agency Heads, private sector representatives and other stakeholders on quality systems, Micro, Small, and medium size Enterprise (MSME), industry, emerging sectors and generally standard related issues;
- Strong knowledge of quality systems and procedures;
- Possess the ability to collect and analyse ISO quality systems data from various sources, conduct research and develop proposals and plans to enhance efficiency, including

productivity methodologies, data collection, protocols, assessments analyses, evaluating and reporting;

- Proven knowledge of gap audits to identify areas of improvement, providing actionable recommendations, analysing and writing reports;
- Must be able to effectively represent the Ministry's interest and positions at local and international conferences, meetings and other fora and presenting paper, as required.

Minimum Required Qualification and Experience

- Graduate or post-graduate qualification in Development Economics, International Business, Economics/Finance, Business Administration, or related areas;
- Five (5) to seven (7) years' experience in a Senior Management position;
- Three (3) years' experience developing policies/strategies for businesses and industries.

3. Research and Policy Analyst (GMG/SEG 3)

Job Purpose

Under the general supervision of the Permanent Secretary, the Research and Policy Analyst is responsible for co-ordinating and monitoring the development and implementation of special projects, technical-related policies, plans and programmes, as well as the strategic development and maintenance of a comprehensive dashboard and research database for the MIIC, to ensure that the related responsibilities of the Permanent Secretary are executed efficiently and effectively.

Key Responsibilities

Management/Administrative:

- Monitors and provides reports advising on specific statistical matters in relation to the Ministry and portfolio agencies of the Ministry;
- Liaises with other allied research and policy organizations;
- Prepares Ministry presentations on behalf of the Permanent Secretary;
- Assists with the preparation of productivity and performance reports on special projects and programmes;
- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office;
- Prepares the annual Budget for the Executive Office;
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the Permanent Secretary;
- Participates in reviewing and assessing the output of the Permanent Secretary's Office against Corporate and Operational Plans, and makes recommendations for adjustments where changes are indicated;
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action;
- Guides the development and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the Permanent Secretary's Office;
- Liaises with project owners and teams across the Ministry and portfolio entities to ascertain project updates;
- Assists with the implementation, monitoring and evaluation of Special Projects and Programmes;
- Prioritizes conflicting needs, ensuring that same are handled expeditiously and followed through to successful completion;
- Assists with the co-ordination of senior and other management team meetings;
- Represents the Ministry at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions), as required.

Technical/Professional:

- Researches, prepares and submits position papers, reports, briefs, meeting agendas, as required;
- Assists with analyzing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to/from MDAs for comments, reports, and briefs for the attention of the Permanent Secretary;
- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry;

- Monitors responses to queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in its portfolio agencies, and ensures the provision of prompt and accurate information and data;
- Provides assistance with the monitoring of responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information;
- Provides assistance with examining and assuring the quality of submissions to the Cabinet on behalf of the Ministry and its portfolio Departments and Agencies;
- Assists with the preparation of Cabinet Submissions and Ministry Papers for onward submission to the Permanent Secretary and the Chief Technical Director;
- Examines and quality assures annual reports and other statutory reports for the Ministry, its Departments and Agencies;
- Examines and quality assures documents prepared by MDAs for the signature of the Permanent Secretary;
- Researches, prepares and submits position papers, reports, briefs and meeting agendas, as required;
- Ensures data effectively addresses queries at all times;
- Responds to queries by analyzing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to/from MDAs for comments, reports, and briefs for the attention of the Permanent Secretary;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensures the timely and informed implementation of decisions;
- Participates in the preparation for visits by regional and international officials, as required at the level of the Ministry;
- Prepares speeches and speaking notes, as requested by the Permanent Secretary;
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary;
- Responds generally to the demands of the Office of the Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Teamwork and co-operation;
- Good interpersonal skills;
- Ability to use own initiative;
- Client and quality focus/commitment to service quality;
- Compliance;
- Adaptability;
- Integrity;
- Methodical;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Goal/Result Oriented;
- Confidentiality;
- Managing partners and external relations;
- Analytical thinking skills.

Technical:

- Ability to think and act strategically across a wide range of functions;
- Ability to multitask, work under pressure and meet tight deadlines;
- In-depth, up-to-date knowledge of Government's priorities of the day;
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations;
- Ability to interface with senior Government officials both locally and internationally;
- Demonstrates sound personal and professional integrity reflecting high ethical and moral values;
- High level of diplomacy
- Good knowledge of Government's systems and related operational policies;
- Knowledge of project management principles and techniques;
- Ability to use ICT tools and software;
- Knowledgeable about processes for developing and effecting legislation, regulations and government policies;
- Ability to conduct research.
- Knowledge of international best practices;
- Research Methodology;

- Knowledgeable about policy development.

Minimum Required Qualification and Experience

- Bachelor's Degree in the Social Sciences including: Management Studies, Public Sector Management/Public Administration or Business Administration or related area from a recognized tertiary institution; plus
- Four (4) years' related middle-management experience in the Public or Private Sector, in an organization of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Maybe required to travel locally and overseas in the execution of official duties.

4. Technical Assistant (GMG/SEG 1)

Job Purpose

Under the direction of the Chief Technical Director, the Technical Assistant is required to provide high level technical and operational support to the Chief Technical Director with a view to enhancing the efficiency and effectiveness of the Office of the Chief Technical Director and the Ministry, in pursuit of its mandate and strategic objectives. This includes stakeholder management, monitoring and co-ordinating the progress of Cabinet Submissions, policy proposals, contributing to the development of strategic decisions and matters assigned to the Chief Technical Director.

Key Responsibilities

Technical/Professional:

- Reviews and assists in the preparation of technical documents including Cabinet Submissions, policy papers, speeches and presentations, based on high quality research;
- Liaises with relevant stakeholders on the Ministry portfolio issues as it relates to large and special projects, monitors responses to queries raised and ensures the provision of prompt and accurate information and data;
- Collaborates with relevant technical officers in conducting research for the Chief Technical Director;
- Prepares adequate briefing papers/reports on all projects, as directed;
- Reviews research papers, reports and other technical documents as directed by the Chief Technical Director and maintains an archive of such documents and briefs, as instructed;
- Examines and quality assures documents prepared for the signature of the Chief Technical Director;
- Prepares adequate reports, briefs and meeting agendas, as required;
- Routes and obtains timely responses to requests for comments, reports and briefs;
- Monitors Committees being chaired by the Chief Technical Director;
- Liaises with MDA's regional and other international bodies/institutions to facilitate follow-up, and ensures the timely and informed implementation of decisions;
- Responds generally to the demands of the Chief Technical Director;
- Provides/requests information or clarifications through the appropriate channels, subject to prior approval from the Chief Technical Director;
- Accompanies the Chief Technical Director to meetings and participates in brainstorming sessions on projects, policies and plans, both proposed and in effect;
- Provides prompt responses/solutions and effective issues/crisis management advice to the Chief Technical Director.

Management/Administrative:

- Co-ordinates and participates in the preparation of the Strategic Business Plans and Operational Plans for the Office of the Chief Technical Director;
- Prepares Annual Budget for the Office of the Chief Technical Director ;
- Follows up to ensure that all Cabinet submissions, reports etc., are prepared and reviewed for the attention of the Chief Technical Director;
- Supports matters relating to local, regional and international affairs, which are presented for the attention of the Chief Technical Director and ensures accurate and timely action;
- Guides the development, implementation and maintenance of appropriate Communication, Information and Records Management Systems that facilitate timely and accessible information from the Office of the Chief Technical Director;

- Ensures that all administrative matters for the Office are handled effectively and makes recommendations for improvements as, may be required;
- Ensures the smooth operation of the Chief Technical Director's office in the absence of the Chief Technical Director;
- Prioritizes conflicting needs, ensuring that same are handled expeditiously and are followed through to successful completion;
- Assists with the co-ordination of meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication and presentation skills;
- Teamwork and co-operation;
- Excellent interpersonal skills;
- Excellent planning and organizational skills;
- Adaptability;
- Integrity;
- Methodical;
- Good problem-solving skills;
- Goal/Result Oriented;
- Confidentiality;
- Analytical thinking skills;

Technical:

- Ability to use information communication and technology;
- Knowledgeable about legislation, regulations and government policies;
- Able to conduct research;
- Knowledgeable about policy development;
- Project management capabilities.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from a recognized tertiary institution; plus
- Five (5) years' experience in a Ministry or major public sector entity
- Master's Degree in Public Administration or other relevant field would be an asset

Special Condition Associated with the Job

- Ability to work under stress and meet very short deadlines while maintaining high standards of work;
- Reliable and trustworthy;
- Must be flexible and available outside of regular working hours.

5. Executive Secretary1 (OPS/SS 4) - (2 posts)

Job Purpose

Under the direction of the Principal Director, the Executive Secretary 1 (OPS/SS 4) is responsible for providing secretarial support in carrying out the functions and duties of the Principal Director's Office efficiently.

Key Responsibilities

- Organizes and manages the Principal Director's schedule and updates his activities and appointments;
- Co-ordinates and arranges meetings;
- Prepares meeting correspondence and ensures appropriate circulation;
- Takes dictation and Minutes at meetings;
- Maintains an up-to-date record of correspondence and files;
- Makes contact with and relay information to Principal Director and other members of staff in the Office and external Agencies;

- Makes the relevant contacts and refers to the appropriate person in the absence of the Principal Director;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal skills;
- Strong integrity and tack;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Good initiative;
- Good planning and organizing skills.

Technical:

- Proficient in the use of relevant software applications;
- Sound knowledge of web-based research techniques;
- Knowledge of the operations of Government/Ministry's 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 five (5) years' general office experience;
OR
- Graduation 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 five (5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficiency 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 five (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 Monday, 14th October, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**