



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 407 **OSC Ref. C. 6555¹⁸**

10th 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 **vacant post of Senior Secretary (OPS/SS 3) in the Department of Co-operatives and Friendly Societies, Ministry of Industry, Investment and Commerce**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the direct supervision of the Director, Audit and Investigation, the Senior Secretary is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Division.

Key Responsibilities

Technical/Professional:

- Takes dictation and reproduces letters, memoranda and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Makes photocopies and faxes documents;
- Maintains diary and schedules appointments and meetings;
- Receives and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Excellent planning and organizing skills;
- Good time management skills;
- Good interpersonal skills;
- Methodical;
- Excellent customer and quality focus skills;
- Good problem-solving and conflict management skills.

Functional/Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures;
- Sound knowledge of web-based research techniques;
- Proficiency in the relevant software applications.

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 Thursday, 24th 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**