



Office of the Services Commissions

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CIRCULAR No. 428 **OSC Ref. 6272¹⁸**

29th 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 **Jamaica Archives and Records Department (JARD), Office of the Prime Minister (OPM)**, salary range \$1,711,060 - \$2,301,186.

Job Purpose

The Senior Secretary provides administrative and secretarial support to the Senior Archivist for the effective and efficient operation of the Archives Unit.

Key Responsibilities

Process Correspondence/Documents/Information:

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence, as directed, and acknowledges donations of historical or published works made to the Archives Unit;
- Reproduces reports and briefs prepared by the Senior Archivist;
- Processes incoming and outgoing mail/correspondence in accordance with established guidelines (receives, date stamps, records and distributes mail);
- Gathers and disseminates information to internal and external personnel, as requested.

Meetings and Functions:

- Organizes meetings hosted by the Senior Archivist, sends invitations to participants and prepares relevant information and documents;
- Records Minutes at meetings and reproduces and distributes in accordance with established guideline.

Schedules and appointments:

- Receives and makes telephone calls for the Senior Archivist/other staff in the Unit;
- Receives/hosts visitors to the Senior Archivist;
- Maintains schedules of routine and special appointments for the Senior Archivist, advising of matters requiring prompt attention.

Filing:

- Maintains an effective filing system that allows security, and speedy retrieval of documents/information, in accordance with established standards.

Leave Administration:

- Calculates Sick, Departmental and Vacation Leave for staff in the Unit and maintains attendance and leave records.

Financial:

- Assists in the preparation of the Annual Budget for the Unit, in accordance with stipulated guidelines;
- Collects, records and submits funds for reprographic services;
- Monitors the use of the Stamp Imprest, in keeping with financial regulations;
- Maintains log of personal telephone calls, collects funds and submits to Ministry.

Other:

- Maintains adequate supply of stationery and other office supplies for the Unit;
- Assists in preparation and collection 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 note taking skills;
- Ability to work under pressure.

Technical:

- Proficient in the use of computer and software applications including Microsoft Office Suite (Word, Excel, PowerPoint, Teams);
- 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 and/or on weekends as the need arise.

Applications accompanied by résumés should be submitted **no later than Monday, 11th November, 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

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**