



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 408 **OSC Ref. C. 6222¹³**

11th 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/be assigned to the following posts in the **Post and Telecommunications Department**:

1. **Senior Secretary (OPS/SS 3) (Vacant) - Eastern Regional Co-ordinator (Kingston)**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Secretary 2 (OPS/SS 2) (Not Vacant) - (2 posts) - Port Antonio Post Office and Black River Post Office**, salary range \$1,439,455 - \$1,935,907 per annum.

1. **Senior Secretary (OPS/SS 3)**

Job Purpose

Under the direct supervision of the Regional Co-ordinator, the Senior Secretary is responsible for providing secretarial and administrative support to facilitate the effective and efficient operation of that office.

Key Responsibilities

Management/Administration:

- Collaborates with Supervisor in the development of Unit and Individual Work Plan;
- Assists the Director to prepare monthly Regional reports;
- Assists in arranging staff meetings on direction of the Director.

Technical/Professional:

- Types letters, memoranda, reports and other documents from hand-written notes and drafts for the Senior Regional Manager;
- Receives, opens, sorts, records and dispatched incoming mail/correspondence;
- Maintains records of correspondences sent to/received from other Departments;
- Proofreads, verifies and reviews materials, records and reports for accuracy and completeness;
- Records and prepares Minutes for meetings;
- Researches and compiles information as required for various meetings;
- Drafts/prepares correspondence and memoranda for Director's signature;
- Monitors telephone calls, records messages and makes contact with internal/external personnel to obtain and/or disseminate information within scope of authority;
- Maintains calendar of activities, meetings and various events for the Regional Manager;
- Establishes and maintains an effective records management system for the control of files, in order to ascertain required information, when necessary, and monitors files concerning matters in progress, and expedite completion;
- Collates mail Statistics from Post Offices and submits to Mail Planning for monthly Statistical report;
- Keeps records of monthly cash account statement, schedule of attendance, statement of Post Office business;
- Photocopies and supplies mail courier with bill and progress report;
- Prepares monthly attendance schedules of the Regional Division Office for submission to the Human Resources Management and Development Branch;
- Maintains records of Branch Managers' E1 Cards, Leave Application Forms and advise resumption of all staff members;
- Performs any other related duties that may be assigned from time to time by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision-making skills;

- Working knowledge of the operation of Government/Department policies and procedures;
- Knowledge of the Postal Industry and its Operations;
- Sound knowledge of office procedures and practices;
- Ability to reproduce Minutes.

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.

2. Secretary 2 (OPS/SS 2) – 2 posts

Job Purpose

The Secretary is responsible for providing secretarial and administrative support to ensure the effective and efficient operations of the Unit/Section.

Key Responsibilities

Management/Administrative:

- Collaborates with Supervisor in the development of Unit and Individual Work Plan;
- Assists in arranging staff meetings or any other meetings on the direction of the Regional Manager.

Technical/Professional:

- Types letters, memoranda, reports and other documents from hand-written notes and drafts same for the Regional Manager;
- Receives, opens, sorts, records and dispatches incoming mail/correspondence;
- Maintains records of correspondences sent to/received from other Departments;
- Proofreads, verifies and reviews material and records/reports for accuracy and completeness;
- Records and prepares Minutes for meetings;
- Researches and compiles information as required by Regional Manager;
- Receives telephone calls, records messages and makes contact with internal personnel to obtain and/or disseminate information within scope of authority;
- Maintains an efficient Records Management system;
- Maintains calendar of activities, meetings and various events for the Regional Manager;
- Dispatches forms for completion, on a monthly basis, to Post Offices in a timely manner;
- Collates mail and statistics from Post Offices and submits to Mail Planning for the monthly Statistical report;
- Completes monthly Regional reports.
- Maintains records of Branch Managers' E1 cards, leave application forms and prepares updates on the resumption of all staff members;
- Performs any other related duties that may be assigned from time to time by supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills

- Excellent problem-solving and decision-making skills;
- Knowledge of Staff Orders and the Public Service Regulations;
- Knowledge of the Postal Industry and its Operations;
- Knowledge of Records Management.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Friday, 25th October, 2024 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road,
Kingston, CSO**

Email: hrunit@jamaicapost.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**