



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 442**

### **OSC Ref. C. 4858<sup>51</sup>**

**12<sup>th</sup> November, 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 **Ministry of Agriculture, Fisheries and Mining**:

1. **Administrator (GMG/AM 3) (Vacant) - Public Gardens and Zoo Branch**, salary range \$2,190,302 – \$2,945,712 per annum.
2. **Executive Secretary 1 (OPS/SS 4) (Not Vacant) - Executive Office/Office of the Permanent Secretary**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Senior Secretary (OPS/SS 3) (Vacant) - Executive Office/Office of the Permanent Secretary**, salary range \$1,711,060 – \$2,301,186 per annum.
4. **Senior Secretary (OPS/SS 3) (Vacant) - Executive Office/Office of the Permanent Secretary**, salary range \$1,711,060 – \$2,301,186 per annum.

#### **1. Administrator (GMG/AM 3)**

##### **Job Purpose**

Under the direction of the Superintendent, Public Gardens and Zoo, the Administrator is responsible for the provision of high-level administrative, personnel and accounting support to the Superintendent, in order to facilitate professionalism, productivity and work satisfaction in the Branch.

Additionally, the incumbent provides support for the preparation of Divisional Plans and reports, budgets, as well as for meetings, conferences, training, promotional and events planning activities.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Supervises the implementation of Work Plans;
- Develops weekly assignment schedules and targets for staff;
- Provides high level administrative functions relating to the services and activities of the Branch;
- Co-ordinates the preparation of Divisional reports, Operational and Work Plans;
- Assists the Superintendent in resolving operational problems and bringing about the resolution of issues by conducting research and compiling and providing information, as required;
- Participates in meetings, workshops, retreats and conferences and follows through with post-meeting actions and decisions;
- Updates the Branch's databases;
- Participates in promotional and events planning activities;
- Provides guidance and advice to staff supervised, and to internal and external stakeholders.

###### ***Technical/ Professional:***

- Undertakes research, documents findings, and analyses data and writes reports for the Superintendent;
- Provides advice and guidance to the Superintendent with regard to Accounting, Human Resources and general administrative issues;
- Investigates complaints from clients or members of the public, reports to the Superintendent breaches of the regulations and recommends action or investigation;
- Checks bills, contracts and vouchers for correctness and submits for payment;
- Collects and distributes salary cheques for fortnightly paid staff;
- Manages the collection and submission of funds for Appropriations in Aid;

- Ensures that motor vehicles and machinery are serviced and repaired;
- Checks attendance registers and prepares reports for submission to Human Resource Management Unit;
- Prepares requests for the procurement of stationery and garden items (including fuel), issues these items and keeps appropriate records;
- Responds to queries regarding the Public Gardens and advises the public accordingly;
- Conducts inventory of items in the stores, the Gardens and Scenic Avenues to determine re-order levels and to maintain records;
- Liaises with the Facilities and Property Management Branch to ensure the provision and maintenance of utility services in the Branch;
- Prepares fortnightly pay bills and submits to Superintendent for approval;
- Participates in the preparation of the Branch's Budget and work schedules;
- Conducts stocktaking activities and manages the Branch's storeroom;
- Co-ordinates the distribution and collection of tools/equipment, plants, other items in the Branch and maintains the records;
- Co-ordinates transportation for officers and supplies in the Division;
- Participates in the monitoring of plant sales and special projects;
- Conducts checks and balances of divisional receipt books;
- Co-ordinates the repairs of the Branch's tools and equipment;
- Acts as custodian of the Branch's keys by ensuring that they are secured according to the FAA Act guidelines and Branch's policies.
- Keeps abreast of developments and best practices in the fields of accounting, human resources and management;
- Builds relationships with internal and external stakeholders to improve efficiency and effectiveness.

***Human Resource:***

- Provides leadership and guidance to direct reports through effective planning, delegation, training and coaching;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends corrective action, where necessary, to improve performance;
- Fosters a culture of teamwork and employee empowerment;
- Assists the Superintendent with all staff related matters including investigations of staff complaints and decides on course of action to be taken, and explains where necessary, the regulations and directives and provides appropriate guidance;
- Checks and recommends vacation leave application and submits to the Human Resource Management Unit for approval;
- Performs other related duties assigned by the Superintendent of Public Gardens and Zoo or the Chief Technical Director.

**Required Knowledge, Skills, and Competencies**

***Core:***

- Good teamwork and co-operation skills;
- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Excellent interpersonal and influencing skills;
- Good leadership and management skills;
- Good problem-solving and decision-making skills;
- Good research, presentation and creative skills;
- Ability to use initiative and exercise good judgment;
- Good analytical thinking skills;
- Excellent customer and quality focus skills.

***Technical:***

- Knowledge of the policies and procedures of the Ministry;
- Knowledge of the Divisional Operations, Products and services;
- Knowledge of the Staff Orders and related Government Regulations, Policies and Procedures;
- Knowledge of Basic Accounting;
- Knowledge of Human Resources Management;
- Basic knowledge of Procurement and Inventory Management;
- Sound knowledge of Record keeping;
- Knowledge of Budget Preparation;
- Proficiency in the use of relevant Computer Applications.

### **Minimum Required Qualification and Experience**

- Associate Degree in Management Studies, Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- At least three (3) years' experience in Basic Accounting;
- Three (3) years' experience in an Administrative Capacity.

**OR**

- Diploma in Management/Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Three (3) years' experience in Basic Accounting;
- Four (4) years' experience in an administrative capacity.

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

- May be required to work on weekends and Public Holidays.

## **2. Executive Secretary 1 (OPS/SS 4)**

### **Job Purpose**

Under the supervision of the Senior Administrative Support Officer, the Executive Secretary 1, will provide secretarial service, communication linkage with other departments and external agencies for the Division.

### **Key Responsibilities**

- Composes and reproduces letters, memoranda and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Receives, opens, sorts and distributes incoming and outgoing mail;
- 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;
- Performs any other related duties that may be assigned from time to time.

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

- Proficient in relevant Software Applications;
- Sound knowledge of web-based research techniques;
- Knowledge of the operations of Government/Ministry's policies and procedures;
- Good interpersonal skills;
- Good oral and written communication skills;
- Excellent customer relations skills;
- Good problem solving and conflict management skills.

### **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.

**3. Senior Secretary (OPS/SS 3)****Job Purpose**

Under the supervision of the Senior Technical Co-ordinator, the Senior Secretary is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Division.

**Key Responsibilities*****Management/Administrative:***

- Manages all incoming and outgoing correspondence to the Unit;
- Takes dictation and reproduces letters, memoranda, cabinet notes/submissions, certificates, gazette notices 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;
- Conducts research, and gleans, collates and provides documents/information to relevant persons;
- Provides support for the planning of events under the purview of the Unit;
- Institutes and manages follow-up mechanisms to ensure follow-through on action items and efficiency of the Unit;
- 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, sends and manages e-mails on behalf of the Unit;
- Directs telephone calls and messages to relevant persons;
- Assembles and disseminates information to internal and external personnel, as requested;
- Performs any other related duties, that may be assigned from time to time.

**Required Knowledge, Skills and Competencies*****Core:***

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

***Technical:***

- Proficient in 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 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.

#### **4. Senior Secretary (OPS/SS 3)**

##### **Job Purpose**

Under the supervision of the Senior Administrative Support Officer, the Senior Secretary is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Division.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Takes dictation and reproduces letters, memoranda, cabinet notes/submissions, certificates, gazette notices 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 may be assigned from time to time.

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

###### ***Core:***

- Good interpersonal skills;
- Good oral and written communication skills;
- Excellent customer relations skills;
- Good problem-solving and conflict management skills.

###### ***Technical:***

- Proficient in 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 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 Certificate 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 Monday, 25<sup>th</sup> November, 2024 to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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