



Office of the Services Commissions

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CIRCULAR No.455

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18th 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 be assigned to the post of **Executive Secretary 2 (OPS/SS 5) - (Not Vacant)** in the **Houses of Parliament**, salary range \$2,803,771 - \$3,770,761 per annum (**Pay Band 6**).

Job Purpose

The Executive Secretary will be responsible for providing secretarial and administrative support to the Honourable Speaker of the House of Representatives and the President of the Senate.

Key Responsibilities

Technical/Professional:

- Composes letters, memoranda, reports, announcements and briefs, as required, and submits to the Speaker of the House of Representatives and President of the Senate for review and signature;
- Communicates with local and overseas organizations, via emails and telephone calls, on behalf of the Speaker of the House of Representatives and President of the Senate;
- Screens and answers all telephone calls, takes messages and responds to queries; refers persons to appropriate authority;
- Processes requests, issues and provides routine information regarding the operations of the Parliament, in accordance with the policies and guidelines of the Houses of Parliament;
- Establishes and maintains a system for the control and safe keeping of classified and confidential documents, reports and files;
- Manages the diary of the Speaker of the House of Representatives and President of the Senate, making and confirming appointments and meetings, arranging courtesy calls and visits;
- Assembles, disseminates information and transmits instructions, as required; monitors documents and files entering and leaving the offices of the Speaker of the House of Representatives and the President of the Senate;
- Prepares agenda and Minutes for meetings and organizes relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Receives, sorts, records incoming correspondence to acknowledge and prepare response to routine public requests/complaints or miscellaneous representations that have no bearing on policy decisions;
- Provides prior information for the media regarding courtesy calls from Ambassadors, High Commissions and other high level overseas officials;
- Arranges for the dispatch of outgoing mail and maintains appropriate records;
- Co-ordinates the arrangements for internal and external meetings, workshops and fora;
- Assists in the organization of business travel for the Speaker of the House of Representatives and the President of the Senate, as required;
- Identifies and resolves minor problems and situations that affects the efficient flow of work as it relates to the offices of the Speaker of the House of Representatives and President of the Senate respectively;
- Performs any other related duties that may be assigned from time to time

Required Knowledge, Skills and Competencies

- Excellent organizational skills;
- Excellent oral and written communication skills;
- Team-oriented with excellent interpersonal skills;
- Confidentiality;
- Excellent time management skills;

- Ability to prioritize;
- Excellent administrative and secretarial skills;
- Proficiency in word processing and standard computer 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 seven (7) 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 seven (7) 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 seven (7) 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 Friday, 29th November, 2024 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: clerk@japarliament.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**