



Office of the Services Commissions

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CIRCULAR No. 453 **OSC Ref. C. 6272¹⁸**

15th 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 **Office of the Prime Minister**:

1. **Senior Assistant Attorney-General (JLG/LO 5) (Vacant) – Legal Services Unit**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Director, Enterprise Risk Management (GMG/SEG 4) (Vacant) – Enterprise Risk Management Branch, Planning and Development Division**, salary range \$6,333,301 - \$8,517,586 per annum.
3. **Executive Secretary 1 (OPS/SS 4 (Not Vacant) – Administration and Special Services Division**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Senior Secretary (OPS/SS 3) (Vacant) – Events Management Unit, Administration and Special Services Division**, salary range \$1,711, 060 - \$2, 301,186 per annum.

1. **Senior Assistant Attorney-General (JLG/LO 5)**

Job Purpose

The incumbent co-ordinates the legislation programme, as well as serves as the main legal officer for the Ministry and provides legal support to the Departments and Agencies of the Ministry, in order to assist the entities to achieve their strategic objectives from a legal perspective.

The Senior Assistant Attorney-General is responsible for the day-to-day operations of the Legal Service Unit.

Key Responsibilities

Management/Administrative:

- Prepares the Unit's Operational Plan and budget, ensuring their alignment with the strategic objectives and priority programmes of the Ministry;
- Prepares and presents the Ministry's Quarterly and Annual Legislation Programme, ensuring all priority Bills are adequately represented;
- Monitors progress of the implementation of the programme and submits updates to the Permanent Secretary and the Cabinet Office, as required;
- Develops, implements and maintains policies and procedures to guide the operations of the Unit;
- Participates and submits performance and other reports, as required, and ensures timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, seminars on matters relating to the Ministry, its Agencies and Departments.

Technical/Professional:

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its entities;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its Departments and Agencies;
- Provides legal support to the Ministry and its Departments and Agencies during all aspects of the legislative process, commencing at the development of the policy;
- Reviews Bills and provides legal support in the preparation of the Minister's Briefs;
- Attends sittings of Parliament including Committees of Parliament, and provides legal advice on draft legislation as required;

- Prepares, reviews and amends legal documents or instruments required by the Ministry and its Departments and Agencies;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding and other commercial documents;
- Prepares legal briefs to the Solicitor-General to support the escalation of nuance or highly complex legal matters or matters of national importance;
- Prepares briefs to the Office of the Chief Parliamentary Counsel regarding matters relating to the legislation programme;
- Prepares briefs to the Legal Reform Department regarding law reform matters;
- Provides legal advice on draft legislation or draft policy papers submitted by other Ministries or Departments;
- Reviews material to be provided by the Ministry in response to queries by the Integrity Commission, Requests under the ATI Act, Appeals under the ATI Act and other appeals;
- Serves as Instructing Counsel on matters being pursued by the Director of State Proceedings on behalf of the Ministry and its Departments and Agencies, and assists in, inter alia, preparing, collating and executing Affidavits and other evidentiary matters in litigation;
- Follows up and provides updates on legal matters and attends Hearings on behalf of the Ministry;
- Reviews draft legislation including Orders for signature of the Minister, ensuring all necessary/required consultations and preliminary steps are taken and necessary approvals received, and co-ordinates the Gazetting of draft legislation, including Orders;
- Reviews International Agreements in consultation with the Ministry with responsibility for Foreign Affairs, and reviews draft Cabinet Submissions seeking approval for ratification;
- Reviews and advises on legal implications of internal policies and procedures;
- Represents the Ministry by participating on inter-ministerial committees or teams in relation to legislation or the development of legislation in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making from a legal perspective;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives;
- Keeps abreast of international conventions related to the Ministry's activities and interprets and advises on its implications.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends measures to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Human Resource Department, develops and implements a Succession Planning Programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals;
- Performs any other related legal services that may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General and from time-to-time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and teambuilding skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law;
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the Ministry and its Departments and Agencies;
- Excellent knowledge of the legal system and the legal framework of Government;
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the Ministry;
- Excellent written and verbal communication, including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users;
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Problem solving and negotiation/facilitation skills and experience;
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Legal Education Certificate;
- Eight (8) years' experience as a practicing Attorney.

Special Conditions Associated with the Job:

- Work will be conducted in an office outfitted with standard office equipment and specialized software, with the possibility of being able to work off-site with appropriate approvals;
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Extended hours may be required to meet deadlines;
- May be required to travel locally and internationally on work related matters.

2. Director, Enterprise Risk Management (GMG/SEG 4)**Job Purpose**

The Director, Enterprise Risk Management will lead the Risk Management function of the OPM and is therefore responsible for establishing and managing the Ministry's Enterprise Risk Management Framework. The Director will lead the identification, evaluation, investigation, analysis, assessment of risks inherent to the operations of the Ministry; and the design and implementation of strategies and processes which mitigate threats to the successful delivery of the Ministry's corporate and business plans, and desired outcomes.

The Director will also play a role in co-ordinating the risk management process for the Departments/Agencies under the portfolio of the Ministry.

The Director supports in ensuring the OPM is compliant with legislation, regulations, policies, procedures and standards. The Director will also lead the process of educating and advising staff on risk management objectives, including portfolio Departments/Agencies.

Key Responsibilities

- Establishes, implements and leads the Ministry's Enterprise Risk Management plan, policy and strategy;
- Facilitates the establishment of an effective enterprise-wide risk governance framework, including risk appetite, risk tolerance levels and limits;
- Advises on and challenges risk appetites statement(s); identifies changes in GOJ's risk appetite(s) and ensures that the Ministry is aligned;
- Facilitates and coordinates the implementation of risk management processes in the Ministry in managing its risk environment in a consistent manner across the functional areas and in keeping with GOJ's policy;

- Co-ordinates and reports on the risk management strategy to the Financial Secretary and Deputy Financial Secretaries for decision making, in order to ensure each is fulfilling his respective risk oversight responsibilities;
- Guides the development and implementation of a risk-based performance management framework to achieve the ultimate mission of the Ministry;
- Develops mechanisms to identify, assess and evaluate risk to enable the execution of the enterprise risk management strategy;
- Assesses legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations and their potential impact on the business objectives;
- Validates risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment;
- Approves and leads implementation of programmes designed to anticipate and to minimize threats to the Ministry;
- Evaluates, monitors and reports on Divisions/Units performance to improve the Ministry's risk profile;
- Oversees the conduct of regular Risk Assessments and preparation of all documentation related to Risk Assessment, and reviews of standard operating procedures, ensuring that recommended improvements are fully implemented;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent Risk Assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Reviews and assesses the Risk Management Policy, Strategic and Operational Risk Registers to ensure regulatory compliance and effective risk management is maintained;
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of risk management;
- Co-ordinates the risk management process in the portfolio Departments/Agencies, mainly to ensure alignment of risk mitigating strategy and reporting purposes.

Management/Administrative:

- Manages the development of the Units Corporate/Operational Plans, Budget and individual Work Plans;

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Evaluates and monitors the performance of staff in the Unit and implements appropriate strategies;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Identifies skills/competency gaps and contributes to the development and succession planning for the Unit to ensure adequate staff capacity;
- Participates in the recruitment and training of staff of the Unit;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Recommends/Effects disciplinary measures in keeping with established guidelines and practices.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meet expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team management skills;
- Excellent oral and written communication and presentation skills;
- Excellent negotiating skills;

- Strong customer relations skills;
- Ability to influence and motivate others;
- Integrity and confidentiality;
- Proficient in the use of relevant computer applications.
- Excellent planning and organizing skills;
- Excellent research skills;
- Excellent interpersonal skills (ability to communicate and manage relationship at all levels with business users, financial institutions and vendors);
- Excellent judgment and decision-making skills;
- Excellent analytical and problem-solving skills;
- Demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored;
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements;
- Ability to influence and motivate others;
- Ability to monitor and report on programme/project budgets;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools.
- Sound Enterprise Risk Management principles and philosophy;
- Sound understanding of enterprise risk management frameworks and tools;
- Knowledge of best practice standards for Risk Management, Business Operations and Information/Technology Operations and Processes;
- Knowledge of the principles of Public Sector management;
- Knowledge of Government policy formulation, monitoring and evaluation processes;
- Sound understanding of Research Methodology.

Minimum Required Qualification and Experience

- Master's Degree in Management Studies, Public Administration, Business Administration, Social Sciences from a recognized tertiary institution;
 - Specialized training in Risk Management;
 - Four (4) years related experience, with at least two (2) years in a Risk Management role.
- OR**
- Bachelor's Degree in Management Studies, Public Administration, Business Administration, Social Sciences from a recognized tertiary institution;
 - Specialized training in Risk Management;
 - Six (6) years related experience, with at least three (3) years in a Risk Management role.

Special Condition Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

3. Executive Secretary 1 (OPS/SS 4)

Job Purpose

The Executive Secretary 1 is responsible for providing secretarial and administrative support to the Director, Administration and Special Services and staff, as well as any other services which may be required for the effective and efficient operations of the Director, Administration and Special Services Division.

Key Responsibilities

- Processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail);
- Prepares letters/memos/notes for dispatch, as directed by the Director, Administration and Special Services;

- Prepares invoices and maintains expenditure excel spreadsheet for the various activities/objects of the Division;
- Reconciles information in the Administration and Special Services Division Excel Expenditure Spreadsheet with Commitment Reports received from the Management Accounts Unit;
- Reproduces reports and briefs, as directed by the Director, Administration and Special Services;
- Organises meetings hosted by the Director, Administration and Special Services (booking of rooms, preparing related documents including agendas, requesting refreshment etc.) and on the day of the event, ensures all arrangements are in place;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Maintains calendar and schedules of meetings/appointments for the Director, Administration and Special Services advising of matters requiring prompt attention;
- Makes and receives telephone calls on behalf of the Director, Administration and Special Services and other members of staff and takes messages if applicable (screens calls, determines the nature of the call and routes calls to the relevant officer);
- Maintains inventory of stationery, medical, office and kitchen supplies for the Division;
- Monitors the attendance register and updates leave cards for staff in the Administration and Special Services Division in keeping with established Human Resource policies;
- Establishes and maintains an effective filing system for the Director's Office for the control and safe keeping of classified and confidential documents;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Excellent planning and organizing skills;
- Good judgement and problem-solving skills;
- Ability to work on own initiative and under pressure;
- Proficient in the use of current/relevant computer applications and information technology e.g. Microsoft Office Suite (Word, Excel, Outlook, PowerPoint);
- Knowledge of Government policies and procedures;
- Knowledge of office practices and procedures;
- Knowledge of records/file management techniques.

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**
- 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 five (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 five (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.

4. Senior Secretary (OPS/SS 3)

Job Purpose

The Senior Secretary is responsible for providing secretarial and administrative support to the Director, Social Secretariat and staff, as well as any other service which may be required for the effective and efficient operations of the Events Management Unit.

Key Responsibilities

- Processes incoming and outgoing correspondence (logs and distributes mail) in accordance with established guidelines;
- Prepares letters/memos/notes for dispatch, as directed by the Director, Social Secretariat;
- Prepares invoices and maintains Excel expenditure spreadsheet for the various activities/objects of the Events Management Unit;
- Reconciles information on the Events Management Unit Excel expenditure spreadsheet with Commitment Reports received from the Management Accounts Unit;
- Reproduces reports and briefs as directed by the Director, Social Secretariat;
- Compiles, formats and proof-read reports;
- Liaises with, and responds, as necessary, to stakeholders and external clients;
- Organises meetings hosted by the Director, Social Secretariat and makes the necessary arrangements (booking of room, preparing related documents including Agendas, requesting refreshment etc.) and on the day of the meeting, confirms that all arrangements are in place;
- Prepares schedules/agendas for meetings and organises relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Maintains calendar and schedules of meetings/appointments for the Director, Social Secretariat, advising of matters requiring prompt attention;
- Maintains calendar and schedules of requests for booking of meeting rooms. Provides responses indicating confirmation/non-confirmation of requests.
- Receives and makes telephone calls on behalf of the Director, Social Secretariat and other members of the Unit and takes messages, if applicable (screens calls, determine the nature of the call and routes calls to the relevant officer);
- Establishes and maintains an effective filing system for the Events Management Unit for the control and safe keeping of classified and confidential documents;
- Assists in the maintenance of an effective filing system for the Administration and Special Services Division;
- Maintains inventory of stationery, office and kitchen supplies for the Unit;
- Monitors the attendance register and updates leave cards for staff in the Events Management Unit, in keeping with established Human Resource policies;
- Requests and receives quotations, as directed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Ability to function as a team player and work with a diverse group of people at various levels externally and internally.
- Excellent planning and organizing skills;
- Excellent command of the English language
- Sound judgement and problem-solving skills;
- Ability to work on own initiative and under pressure;
- Proficient in the use of current/relevant computer applications and information technology e.g. Microsoft Office Suite (Word, Excel, Outlook, PowerPoint);
- Knowledge of Government policies and procedures;
- Knowledge of office practices and procedures;
- Knowledge of records/file management techniques.

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.

Applications accompanied by résumés should be submitted **no later than Thursday, 29th November, 2024 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Cabinet
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**