



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. 452 **OSC Ref. C. 6555¹⁸**

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 be assigned to the post of **Senior Secretary (OPS/SS 3), Backlog Project – (Contract)** in the **Office of the Government Trustee**, salary range \$1,711,060 – \$2,301,186 per annum.

Job Purpose

The incumbent is responsible for providing administrative support and secretarial services to the Backlog Project.

Key Responsibilities

Technical/Professional:

- Stamps and logs all correspondence received in the Department for the Backlog Unit;
- Logs and dispatches all correspondence leaving the Department for the Backlog Unit;
- Screens visitors and telephone calls for the Backlog Unit;
- Co-ordinates activities for meetings, transcribes and prepares Minutes of meetings for the Backlog Unit;
- Receives and passes on correspondence to relevant persons in the Backlog Unit;
- Prepares memoranda, letters, Minutes and other correspondence and transmits to the relevant officers as soon as they are available;
- Arranges meetings for the Deputy Trustee and Backlog Attorneys;
- Maintains the diaries of the Backlog Attorneys;
- Liaises with Heads of Section and personnel to facilitate administrative support for the Backlog Unit;
- Assists in compiling and reviewing monthly and annual reports for the Backlog Unit;
- Researches and provides information to the Deputy Trustee in the preparation of reports for the Backlog Unit;
- Follows up on directives given and request made by the Deputy Trustee and the other Backlog Attorneys;
- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information for the backlog unit;
- Ensures the Backlog Attorney's offices are furnished with stationery;
- Manages urgent correspondence, faxes and emails in the absence of a Head of Unit and all Attorneys;
- Performs other related functions assigned from time to time by the Deputy Government Trustee or Backlog Attorney-at-Law.

Required Knowledge/Skills/Competencies

- Excellent interpersonal and team skills;
- Excellent oral and written communication skills;
- Excellent time management and organizational skills;
- Strong knowledge of human resource practices, policies and procedures;
- Working knowledge of relevant computer systems and applications;
- Ability to use initiative.

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.

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

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**