



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 3
OSC Ref. C. 6555¹⁸

7th January, 2025

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 the **vacant post of Senior Secretary (OPS/SS 3) in the Legal Services Unit, Ministry of Industry, Investment and Commerce**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the general direction of the Senior Assistant Attorney General, the Senior Secretary is responsible for providing all administrative/secretarial support to facilitate the efficient operation of the Legal Services Unit.

Key Responsibilities

- Prepares legal and other documents such as, Cabinet Submissions, Memoranda of Understanding, affidavits, leases, agreements, contracts, drafting instructions for Acts and Regulations, reports on Court proceedings, Monthly Status Reports, Legislation Reports, letters, memoranda etc.;
- Prepares for the Legal Director's signature and services, requests for the procurement of office supplies and conducts follow-ups;
- Develops and implements follow-up and control mechanisms to support the efficient operations of the Unit;
- Creates and maintains telephone calls and facsimile register;
- Answers telephone calls, screens and redirects calls to relevant officers/Departments or Units; delivers messages and checks telephone bills for anomalies;
- Initiates and monitors responses to queries and other requests from the public;
- Downloads/sends emails, sends/receives facsimiles;
- Receives and screens visitors and ensures that they are directed to the relevant officer/Unit;
- Liaises with Divisional Directors/Heads of Department and Agencies to follow up on responses to directives/queries and submission of relevant information;
- Attends meetings and records Minutes and reproduces same for circulation, arranges meeting logistics;
- Responds to routine and other correspondence;
- Opens, checks, processes, distributes and keeps log of incoming mail, and logs all outgoing correspondence;
- Makes photocopies, scans and collates documents;
- Maintains Director's diaries, schedules appointments, and prepares and maintains itineraries for Officers of the Legal Unit;
- 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;
- Manages and maintains an inventory of stationery for availability to members of the Unit;
- Performs research and assists with the gathering of information to support the preparation of documents, reports and sound decision making;
- Checks travel claims for completeness and subsistence payments for verification/authorization;
- Performs any other related duties that may be assigned from time to time by the Senior Legal Officer/Legal Director and Legal Officer.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal skills;
- Ability to use own initiative;
- Integrity;
- Compliance;
- Methodical;

- Customer and quality focus;
- Teamwork and co-operation;
- Good planning and organizing skills;
- Good analytical thinking skills.

Functional/Technical:

- Proficient in the use of Microsoft Office Applications;
- Knowledge of Office Procedures;
- Knowledge of clerical filing;
- Knowledge of the operations of Government/Ministry's policies and procedures;
- Sound knowledge of web-based research 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 beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Monday, 20th January, 2025 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**