



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 27 **OSC Ref. C.6544⁴**

22nd 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 following **vacant** posts in the **Houses of Parliament**:

1. **Senior Secretary (OPS/SS 3)**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Secretary 2 (OPS/SS 2)**, salary range \$1,439,455 - \$1,935,907 per annum.

1. **Senior Secretary (OPS/SS 3)**

Job Purpose

The incumbent will be responsible for providing secretarial and administrative support to the Committee Administration and Research Coordinator.

Key Responsibilities

Technical/Professional:

- Types correspondence, reports and other documents, as required;
- Composes letters and memoranda, as required, and submits for review;
- Establishes, updates, maintains and controls computerized and manual confidential files
- Takes Minutes at meetings;
- Organises and maintains proper filing system;
- Maintains appointment diary and reminds of appointments, in advance;
- Prepares Agendas for meetings and recognizes relevant information and documents;
- Ensures that the weekly schedule is prepared and distributed to all members of staff and all other relevant bodies;
- Keeps an up-to-date list of all Committees of the Houses of Parliament;
- Assists with the reproduction of documents for Committee meetings;
- Receives and screens telephone calls and directs them accordingly;
- Answers general enquiries regarding the Branch;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

- Good time management and organizational skills
- Excellent oral and written communication skills
- Must be able to work under pressure
- Excellent planning and organizing skills
- Excellent interpersonal and team building skills
- Ability to work on own initiative
- Proficient in the use of 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 four to five (4-5) 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 four to five (4-5) 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 four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development

2. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent will be responsible for providing secretarial and administrative support to the Director, Human Resource Management & Development.

Key Responsibilities

Technical/ Professional:

- Screens, receives, greets and directs visitors to the Director's office;
- Types correspondence, reports and other documents, as required;
- Composes letters and memoranda as required;
- Assists the Director, Human Resource Management & Development with the monitoring and preparation of strategic and operational plans and quarterly reports of the Human Resource Management & Development Branch;
- Makes and confirms appointments, as directed, and maintains diary of events, appointments, meetings for the Director, Human Resource Management & Development;
- Receives, screens and places telephone calls for the Director, Human Resource Management & Development; takes and relays messages when required;
- Establishes, updates, maintains and controls computerized and manual confidential files;
- Takes Minutes at meetings;
- Identifies and resolves routine problems and situations that may hinder the effective workflow in the Director's office;
- Assists in the smooth and efficient operation of the Branch through the management of daily administrative operations;
- Performs other related functions assigned from time to time by the Director, Human Resource Management & Development.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good problem solving skills
- Good planning and organizing skills
- Knowledge of office management, principles, practices and procedures
- Ability to manage workloads and prioritize
- Demonstrated ability to be self-directed and well organized
- Customer and quality focus
- Proficient in the use of computer applications

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of prescribed Office Professional Training Course at the Management Institute for National Development (MIND).

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduation from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4th February, 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**