



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 82** **OSC Ref. C. 6272<sup>18</sup>**

**24<sup>th</sup> February, 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 Co-ordinator (GMG/SEG 2) in the Cabinet Support and Policy Division, Office of the Cabinet**, salary range \$4,266,270 – \$5,737,658 per annum.

#### **Job Purpose**

Reporting to the Director/Senior Co-ordinator, Cabinet Recording Secretariat, the Co-ordinator is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned.

#### **Key Responsibilities**

- Summarizes and analyzes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Attends meetings, manually records deliberations and produces accurate Minutes of Cabinet and Cabinet Committee meetings;
- Produces Minutes in a timely manner for vetting by direct supervisor and Director;
- Compiles and collates Minutes, Cabinet decisions and other documents for circulation to Cabinet Ministers, Ministries, and other Government officials;
- Maintains records management system for classification, filing, storage, retrieval and disposal of Cabinet documents;
- Manages the flow of correspondence and makes necessary referrals to ensure the timely response to requests;
- Co-ordinates the logistical arrangements for the dispatch of Cabinet documents to Ministries, Departments, and Agencies of Government;
- Responds to routine queries from Cabinet Ministers, Permanent Secretaries and other Government officials, and refers unusual requests to the Director and Senior Co-ordinator.
- 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 grasp of the English Language
- Excellent listening, note-taking, recording and report writing skills
- High levels of integrity and confidentiality
- Excellent interpersonal skills

#### **Minimum Required Education and Experience**

- Bachelor of Arts Degree in English, History or related discipline;
- Experience in meeting practice and procedures;
- Three (3) years' experience performing similar duties.

#### **Special Conditions Associated with the Job:**

- Must be willing to work outside of regular work hours and on weekends;
- Must be able to work under pressure and within strict deadlines.

Applications accompanied by Résumés should be submitted **no later than Monday, 10<sup>th</sup> March 2025 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

Email: [jobs@opm.gov.jm](mailto: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