



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 60

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7th 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 **Executive Secretary (OPS/SS 4)**, in the **National Library of Jamaica**, salary range \$2,190, 302 - \$2,945,712 per annum.

Job Purpose

Under the direction of the National Librarian, the Executive Secretary provides secretarial and administrative support to the office of the National Librarian to ensure the smooth operation of the Executive Office.

Key Responsibilities

Technical:

- Performs general administrative duties such as word processing, answering telephones, faxing and sending and retrieving correspondences;
- Receives, sorts and records all incoming correspondence to the Executive Office;
- Records and distributes documents to the relevant departments;
- Keeps and operates the stamp imprest;
- Makes travel arrangements and prepares submissions to the relevant Ministry/authority
- Provides support for meetings by;
 - Making arrangements for venue/meeting room and refreshments, projector, etc.
 - Recording and transcribing Minutes;
 - Drafting agenda and reports for meetings;
 - Preparing and compiling documents for review/circulation;
 - Advising the National Librarian of related Actions from meetings;
 - Ensuring the circulation of minutes prior to meetings.
- Provides Board of Management support by:
 - Co-ordinating board meetings;
 - Recording, transcribing and distributing Minutes;
 - Ensuring dissemination of material and policies to Board members;
 - Preparing/compiling meeting documents and ensuring follow-through with post meeting actions and decisions;
 - Maintaining Board binder of all Board meetings documentation;
 - Maintaining an up-to-date Board member contact list;
 - Maintaining communication with Board of Management members as requested.
- Develops and monitors calendar and diary for meetings, appointments, assignments and events for National Librarian;
- Receives and hosts visitors on behalf of the National Librarian;
- Organizes and maintains an effective filing system that allows speedy retrieval of documents/information;
- Maintains an appropriate system to control and safeguard confidential documents, files and reports;
- Researches files and consults officers, as directed, to procure information needed for replies to correspondence and other requests;
- Assists in the preparation of the Corporate and Operational Plans;
- Monitors telephone calls, records messages and makes contact with internal/external personnel to obtain or impart information within scope of authority;
- Processes reports, letters and other documents for dispatch;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the National Librarian;
- Arranges for the printing, photocopying and binding of documents, as required;
- Maintains adequate supply of official forms/documents for the Executive Office;
- Provides administrative support for the following meeting:
 - Finance & Investment Committee
 - Audit Committee

➤ Senior Management

- Identifies and resolves routine problems and situations that may hinder the effective work flow in the Executive Office;
- Prepares report as directed;
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork & Cooperation
- Customer & Quality Focus

Technical:

- Knowledge of Administrative Management
- Records Management
- Planning & Organizing Skills
- Proficient in the use of information communication technology
- Leadership

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
- 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 five (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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Conditions Associated with the Job

- May be required to work outside of normal working hours from time to time to include weekends.

Applications accompanied by résumés should be submitted **no later than Thursday, 20th February, 2025 to:**

Director, Human Resource Management and Administration
National Library of Jamaica
12 East Street
Kingston

E-mail: nljhrm@nlj.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