



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. 54 **OSC Ref. C. 6528¹³**

5th 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 **Secretary 2 (OPS/SS 2)** in the **Toll Authority, Ministry of Science, Energy, Technology and Transport**, salary range \$1,439,455 - \$1,935,907 per annum.

Job Purpose

The incumbent is responsible for providing general secretarial support services to the Toll Authority of Jamaica, in order to ensure that the operations of the office are carried out in an effective and efficient manner.

Key Responsibilities

- Serves as the Toll Authority's first point of contact to the public by:
 - ✓ Receiving, making and directing telephone calls and inquiries;
 - ✓ Receiving and processing incoming/outgoing mail and emails;
 - ✓ Dispatching letters/documents/cheques via e-mail, courier and/or regular mail;
- Prepares correspondence, reports and presentations assigned;
- Manages/schedules appointments as assigned, and makes the necessary arrangements;
- Assists with the planning, organization and co-ordination of company events, meetings, and conferences;
- Assists with the collation, preparation and circulation of meeting documents;
- Attends and prepares Minutes for meetings, as assigned;
- Assists with managing office-related expenses, processing invoices and maintaining financial records;
- Prepares Commitment Requisitions and Payment Vouchers for submission to the Corporate Administrative Manager for further processing;
- Reviews and updates the Toll Authority's Asset Register, in accordance with standard operating procedures;
- Maintains the Attendance Register and prepares attendance reports;
- Maintains a comprehensive and efficient filing system for the Authority;
- Monitors and manages office supplies, placing orders as needed, and ensures that the office is appropriately stocked;
- Collaborates with HR, IT, and other internal and external support service providers, to ensure that agency's functions are well-supported;
- Utilizes productivity IT applications, other relevant software, and best practices for increased efficiency;
- Supports the Administrative Secretary, as required;
- Perform any other duties deemed necessary for the efficient and effective operations of the Agency.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong organizational skills with the ability to manage competing priorities.
- Excellent interpersonal skills
- Excellent customer service skills
- Ability to exercise a high level of initiative and sound judgement
- Ability to maintain a high level of professionalism and confidentiality
- Strong attention to detail and problem-solving skills
- Ability to work independently and as part of a team

Technical:

- Sound knowledge of standard computer applications - Microsoft Office 365 (including Word, Excel, PowerPoint, Publisher, Teams and Outlook), and the Google Office Suite
- Working knowledge of productivity applications

- Standard Office Practices and Procedures
- Typing skills
- Shorthand/speedwriting

Minimum Required Qualification and Experience

- Five (5) CSEC subjects including English;
 - Certificate in Administrative Management Level 1/Secretarial Qualifying Exam (MIND).
- OR**
- Diploma in Secretarial Studies from a recognized institution;
 - Three (3) years related work experience.

Special Condition Associated with the Job

- Standard office environment;
- No adverse working conditions.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th February, 2025 to:**

**Director,
Human Resource Management and Development
Ministry of Science, Energy, Telecommunications and Transport
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**