



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 66** **OSC Ref. C. 6528<sup>13</sup>**

11<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/be assigned to the following posts in the **Ministry of Science, Energy, Telecommunications and Transport (MSETT)**:

1. **Senior Assistant Attorney General (JLG/ LO 5) (Vacant) - Legal Services Unit**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Crown Counsel (JLG/LO 3) (Vacant) - Legal Services Unit**, salary range \$6,333,301 - \$8,517,586 per annum.
3. **Facilities Manager (GMG/SEG 3) (Vacant) - Property Management Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Executive Assistant (GMG/SEG 1) (Not Vacant) - Executive Office**, salary range \$3,501,526 - \$4,709,163 per annum.
5. **Executive Secretary 1 (OPS/SS 4) (Vacant) - Finance and Accounts Division**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **1. Senior Assistant Attorney General (JLG/ LO 5)**

##### **Job Purpose**

Under the general direction of the Permanent Secretary, the Senior Assistant Attorney-General co-ordinates the legislative programme, serves as Chief Legal Counsel for the Ministry, and provides legal support to its Departments and Agencies, to assist the entities achieving their strategic objectives. The Senior Assistant Attorney-General is responsible for the day-to-day operations of the Legal Service Unit, ensuring that all advice produced by the staff under direct supervision conforms with the relevant laws, is delivered in a timely manner and meets required standards.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Prepares the Unit's Operational Plan and budget ensuring their alignment with the strategic objectives and priority programmes of the Ministry;
- Prepares and presents the Ministry's Quarterly and Annual Legislative Programme, ensuring all priority Bills are adequately represented; monitors progress of the implementation of the programme and submits updates to the Permanent Secretary and the Cabinet Office, as required;
- Provides legal advice to the Permanent Secretary, Departments and Agencies within the portfolio purview of the Ministry, and other relevant personnel;
- Develops, implements and maintains policies and procedures to guide the operations of the Unit;
- Prepares technical Briefs for the Minister, as required;
- Participates and submits performance and other reports, as required, and ensures timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, seminars on matters relating to the Ministry, its Agencies and Departments;
- Keeps abreast of international conventions related to the Ministry's activities, and interprets and advises on its implications.

###### ***Technical:***

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its entities;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its entities;

- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions, in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the legislative programme;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Attends sittings of Parliament, including Committees of Parliament, and provides clarification on Bills, as required;
- Prepares, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding and other commercial documents;
- Prepares legal briefs to the Solicitor-General, through the Permanent Secretary, to support the escalation of nuance or highly complex legal matters or matters of national importance;
- Prepares briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel, requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Reviews material to be provided by the Ministry in response to queries by the Integrity Commission, Requests under the ATI Act, and other appeals;
- Serves as Instructing Counsel on matters being pursued by the Director of State Proceedings on behalf of the Ministry and its entities, and assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation;
- Follows up and provides updates on legal matters and attends Hearings on behalf of the Ministry;
- Prepares Orders for signature of the Minister, ensuring all necessary/required consultations and Cabinet Submissions are done, and co-ordinates the Gazetting of the Orders;
- Reviews International Agreements, in consultation with the Ministry with responsibility for Foreign Affairs, and reviews draft Cabinet Submissions seeking approval for ratification;
- Reviews and advises on legal implications of internal policies and procedures;
- Represents the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives;
- Performs any other related legal services as may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General from time-to-time.

#### ***Human Resources:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends measures to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit, and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Human Resource Department, develops and implements a Succession Planning Programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Excellent interpersonal and teambuilding skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

**Technical:**

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law and Public International Law
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the Ministry and its Departments and Agencies
- Excellent knowledge of the legal system and the legal framework of Government
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the Ministry
- Excellent written and verbal communication, including presentation skills, and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Negotiation/facilitation skills
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change

**Minimum Required Qualification and Experience**

- Bachelor of Laws Degree;
- Legal Education Certificate;
- Diploma in Management or Public Administration would be an asset;
- Eight (8) years' experience as a practising Attorney, at least three (3) years of which should be in the Public Sector.

**Special Conditions Associated with the Job**

- Extended hours may be required to meet project deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

**2. Crown Counsel (JLG/LO 3)****Job Purpose**

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of the Minister and Permanent Secretary, in the strategic management of the Ministry.

**Key Responsibilities****Technical/Professional:**

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions, and drafting instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the legislative programme;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance, to obtain legal advice from the DSG;
- Prepares briefs for the review of the Senior Assistant Attorney-General for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel, requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;

- Responds to queries or provide information, as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters, and attends Hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of law;
- Represents the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

***Management/Administrative:***

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Unit's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers legal presentations, as needed.

***Human Resources:***

- Participates in preparation and implementation of presentations on role of Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties and functions as may be required, from time to time, by Senior Assistant Attorney-General and respective senior executives in the Ministry.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

***Technical:***

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ and assigned LSUs
- Excellent knowledge of the English legal system and the legal framework of Government
- Excellent written and verbal communication, including presentation skills, and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Negotiation/facilitation skills
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ
- Ability to create commitment to a strong and consistent customer service philosophy
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software

**Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Three (3) years progressive experience at the Bar.

### **Special Condition Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

### **3. Facilities Manager (GMG/SEG 3)**

#### **Job Purpose**

The Facilities Manager is responsible for planning, co-ordinating, overseeing, managing and directing the operations and activities of all plant and facilities engineering, layout, design, construction, utilities operations, building, grounds and equipment maintenance, plant protection and security, and associated administrative and supervisory functions for the properties of MSETT.

The Facilities Manager is also accountable for contracting with and overseeing the activities of various contractors and consultants for the fulfilment of plant/facilities engineering design, installation, operation, maintenance, modification, construction, modernization, and protection of physical facilities and equipment, or any other activity for the effective and efficient operation of the MSETT and its tenants.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Provides technical advice/guidance to the Permanent Secretary, Directors, Managers and staff on matters relating to facilities and property management;
- Prepares the corporate/operational plans and budget for the Unit, and monitors the implementation of these plans and budget;
- Develops/reviews and implements operational systems and procedures to guide the delivery of services by the Property Management Unit to manage emergency situations;
- Prepares and monitors work schedules/plan for the Unit;
- Assists with the preparation of tender documents and the selection of contractors for property management and related projects;
- Prepares reports and project documents, as required;
- Prepares procedure manuals for emergency situations as they affect personnel and property and organize fire and evacuation drills;
- Represents the Ministry/Unit at meetings and other functions, as requested;
- Oversees the inspection of all properties and maintenance of common areas, as is necessary.

##### ***Technical/professional:***

###### ***Plant and Facilities Protection***

- Provides advice on purchase priorities, major construction projects, renovation and similar projects requiring large capital expenditure for the MSETT;
- Plans and oversees the implementation of the plant's overall preventive and predictive maintenance programmes, and the policies and procedures for maintenance and repair of facilities and equipment;
- Contracts with and oversees the activities of various contractors and consultants for the fulfilment of plant/facilities maintenance and development; supervises and evaluates the performance of contractors;
- Directs and co-ordinates the operations and activities of plant/facilities engineering administration, layout, design, construction, utilities operations and maintenance; building, grounds and equipment maintenance; plant protection and security;
- Inspects buildings and facilities, mechanical, electrical and air conditioning systems, identifying and correcting defects and deficiencies in structures and systems, and implementing measures to enhance efficiencies, safety and assure continuous business operation; assures compliance with all applicable building codes, regulations, standards and laws frequently;
- Provides proactive management to the staff of other Division/Branches/Units, to assist in identifying and resolving plant operations issues and problems.

###### ***Engineering, Layout and Construction***

- Manages the generation and furnishing of engineering designs, specifications, bills of materials, and cost estimates for construction and major rehabilitation of all real property and for major projects of installation and relocation of equipment;
- Undertakes continuous review and evaluation of utility, building and structural requirements, and preparation of projects, as required;

- Serves as Technical Liaison for design engineering projects of collateral interest with other Agencies;
- Maintains a master plan for improvement and expansion of the plant/facilities, preparation of designs, layouts, drawings, and bills of materials for major maintenance, plant/facility improvement and other projects;
- Provides technical/engineering support to other departments regarding process and/or equipment changes;
- Oversees the preparation or oversight of the architectural, structural, mechanical, electrical, utilities, site, environmental design, and other construction and engineering drawings for all facilities;
- Develops the scope of work and terms of reference for projects to be undertaken, evaluates and selects contractors;
- Manages the project management of all construction work and approval after completion.

#### *Utilities Operation, Energy Management and Maintenance*

- Implements and monitors energy conservation initiatives throughout the Ministry;
- Manages the operation and maintenance of all utilities systems and equipment on the plant;
- Updates and redesigns, if necessary, the MSETT's energy management and conservation programmes continuously;
- Manages the installation and maintenance of all utilities systems and components for electricity, water, steam, oil, compressed air, etc.;
- Monitors the maintenance of water storage facilities;
- Manages the installation, operation and maintenance of all ventilating, air conditioning, and refrigeration systems and components;
- Undertakes the maintenance of appropriate equipment records and histories;
- Manages the management of spare parts and materials storerooms and inventories.

#### *Contract Management*

- Participates in the monitoring, tracking and compliance of all MSETT maintenance and construction contracts;
- Reviews and makes recommendations for approval of all bids and submissions for plant/facilities contract work;
- Undertakes the solicitation, preparation, and administration of appropriate contracts for all works to be undertaken on the MSETT plant;
- Co-ordinates with Legal Services Division, on all major contracts for engineering work, technical specifications, tenancy agreements and contracts;
- Manages systems and procedures to ensure compliance with the terms and conditions of the MSETT tenancy agreements;
- Co-ordinates with project teams and contracting staff to resolve contractual arrangements and ensure timely invoicing;
- Manages the work of the janitorial, landscaping and associated teams employed/contracted to the MSETT;
- Manages the processing of work requests; preparation of project cost estimates; planning and scheduling of work; provision and management of required parts, materials and equipment; and maintenance of all related labour and equipment records.

#### ***Human Resources:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/On-boarding Programme.

#### ***Other:***

- Provides support for disaster preparedness and response;
- Provides logistic support in respect of hosting of functions for the Ministry and co-ordinates the preparation of grounds for special functions;
- Performs any other related duties that may be assigned from time to time.

## **Required Knowledge, Skills and Competencies**

### ***Behavioural:***

- Strong leadership and management skills
- Good oral and written communication skills
- Customer and quality focus
- Good interpersonal skills
- Teamwork and co-operation
- Integrity
- Good problem-solving skills
- Good analytical skills
- Ability to use own initiative
- Strong organizational skills
- Compliance
- Change management
- Networking and relationship building skills

### ***Technical:***

- Strategic Management
- Knowledge of plant operations, maintenance and repairs
- Project management skills
- Business management skills
- Ability to manage priorities and workflow
- knowledge in developing detailed subcontractor scopes
- Knowledge of national energy policies
- Understanding of GOJ operations and procurement guidelines
- Sound financial and analysis skills
- Sound judgment and troubleshooting
- Ability manage multiple tasks and projects simultaneously
- Ability to read and interpret building plans and bill of quantities
- Sound knowledge of the National Building Code
- Proficient in relevant software applications - AutoCAD and Microsoft Office Suite (Word, Excel, PowerPoint); Sound knowledge of safety regulations and programmes

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Electrical Engineering, Mechanical Engineering, Facilities Management, Industrial Management or related field;
- Four (4) years' experience at the management level in a similar field.

## **Special Condition Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- The incumbent will be exposed to dirt, dust, hot and humid conditions on project sites. Additionally, frequent intra island travel and extended working hours is required.

## **4. Executive Assistant (GMG/SEG 1)**

### **Job Purpose**

Under the general direction of the Permanent Secretary the Executive Assistant is responsible for the efficient day-to-day operation of the Office of the Permanent Secretary. The Executive Assistant must demonstrate exceptional organizational skills, attention to detail and proactivity, as the incumbent will be responsible for anticipating the needs of the Executive Office.

The officer will provide administrative and secretarial support and communicate information on behalf of the Permanent Secretary to members of the public, stakeholders in the science, energy, telecommunication and transport sectors, Heads of Departments and Agencies and other senior executives of private businesses and industries, regional and international agencies to ensure the smooth and effective operation of the office.

## **Key Responsibilities**

### ***Management/Administrative:***

- Ensures that all official obligations are met, by arranging senior and other management meetings, conferences, and ensuring that all relevant parties are advised and arrangements are made;

- Manages administrative matters for the Office of the Permanent Secretary and makes recommendations for improvements, as may be required;
- Anticipates the needs of the office and the daily activities by independently researching and developing the appropriate documents necessary for meetings; determining the priorities of issues and problems;
- Co-ordinates the Permanent Secretary's schedule and submits a printed version at the start of the workday;
- Ensures that incoming correspondence are opened, sorted and distributed, including faxes and email;
- Liaises with Private Sector Heads, Heads of Agencies and Departments to arrange meetings and other businesses on behalf of the Permanent Secretary;
- Keeps records of all deadlines that have to be met and important matters that have been dealt with, bringing them to the attention of the Permanent Secretary and interfacing with the officers and entities concerned to ensure that the deadlines are observed, and the Permanent Secretary apprised accordingly of the results;
- Manages the timelines for all upcoming projects, issues, and reports and commitments;
- Manages the office details by relieving the Permanent Secretary of routine requests and matters;
- Receives and screens visitors and incoming telephone calls to the Permanent Secretary, providing friendly and professional greeting, directing calls, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses and responds, where appropriate;
- Arranges and schedules appointments for the Permanent Secretary, as requested, supervising and/or ensures the preparation of materials for meetings, as appropriate;
- Manages local and overseas travel arrangements for the Permanent Secretary;
- Delivers urgent Cabinet Submissions/Notes to Cabinet Office, as required;
- Assists with liaising with MDAs, regional and other international bodies/institutions to facilitate follow-up, and ensures the timely and informed implementation of decisions;
- Liaises with the Communications and Public Relations Division regarding the preparation of speeches and other documents required for official engagements.

***Technical/Professional:***

- Conducts research and collates information on subject areas, as directed by the Permanent Secretary, in order to inform and support the decision making process; supports the preparation of position papers, reports and briefs, as required;
- Examines and quality assures documents prepared by Ministries, Department and Agencies for the signature of the Permanent Secretary;
- Reviews and summarizes miscellaneous reports and documents;
- Prepares background documents and outgoing mail, as necessary;
- Provides accurate word-processing support, by composing and/or editing a variety of documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Studies and analyses submissions to the Permanent Secretary and, where appropriate, deals with them or otherwise brings them to early attention so that they can be addressed without delay;
- Participates in the preparation for visits by regional and international Heads of State and other official events, as required, at the level of the Ministry;
- Assists in drafting Cabinet Submissions and Ministry papers, as well as other documents, as directed by the Permanent Secretary;
- Prepares routine monthly reports and other reports, as directed from time to time;
- Participates in the development, implementation and maintenance of appropriate communication, information management and records management systems that facilitate timely and accessible information from the Permanent Secretary's Office;
- Prepares agendas, attends meetings and ensures that the Minutes are taken, transcribed and distributed, as required;
- Develops and maintains a well-organized filing system that permits easy reference and rapid retrieval of information;
- Performs other related duties that may be determined by the Permanent Secretary from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Customer and quality focus
- Team work and co-operation
- Compliance
- Ability to use own initiative
- Good interpersonal skills



- Integrity
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- Change management

***Functional:***

- Good records management skills
- Use of technology (relevant computer applications – Microsoft Office Suite)
- Ability to maintain calendars and schedule appointments
- Ability to create, compose, and edit written material
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to co-ordinate travel arrangements
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines
- Research and data analysis skills
- Job Knowledge - principles and practices of office management and organization
- Ability to multitask, pay attention to detail, under pressure and meet tight deadlines
- Ability to create effective tracking and management systems and to follow up and carry tasks through to successful completion
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations
- Ability to interface with senior government officials both locally and internationally.
- Ability to manage competing demands comfortably
- Ability to maintain high ethical standards in the conduct of professional and personal business

**Minimum Required Qualification and Experience**

- BSc. Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from an accredited tertiary institution;
- Five (5) years' relevant experience.

**Special Condition Associated with the Job**

- May be required to work beyond regular working hours.

**5. Executive Secretary 1 (OPS/SS 4)**

**Job Purpose**

The Executive Secretary will provide administrative support to the Principal Finance Officer in order to ensure that the operations of the office are effective and efficient in relation to communications and work assignment between the Principal Finance Officer, his/her direct reports and the Permanent Secretary.

**Key Responsibilities**

- Liaises with Senior Heads of Sections and personnel outside of the Division to facilitate administrative support;
- Monitors the flow of incoming and outgoing correspondence and refers to Principal Finance Officer (PFO) for appropriate action;
- Prepares correspondence including letters, memoranda, internal circulars, reports and schedules;
- Attends meetings organized by the PFO and prepares Minutes regarding the deliberations, decisions taken and tasks assigned for subsequent distribution to participants;
- Prepares Minutes regarding acting appointments and resignations for signature by the PFO;
- Independently composes letters and memos for supervisor's signature and answers routine requests for information;
- Gathers, organizes and tabulates specialized information for supervisor's use in completing reports;
- Sets up, organizes and maintains active manual filing and retrieval systems;
- Assists PFO in managing schedule for meetings by use of electronic calendar;
- Prepares invoices and monitors collection of rent for sublease of office on behalf of the Ministry;

- Receives correspondence from PFO and routes to designated officers/Division Agencies;
- Receives and screens telephone calls/visitors and refers for necessary action to relevant officers;
- Performs general clerical duties to include, but not limited to, photocopy, faxing, mailing and filing of correspondence;
- Composes and arranges for dispatch of requests to the bank for the provision of foreign exchange, to facilitate the foreign travel of Ministry officials;
- Maintains inventory of stationery supplies in addition to ordering and distributing stationery for members of staff and Directors of the Finance and Accounts Division;
- Responds to queries;
- Sources and supplies information/documents for the PFO;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Compliance
- Goal/result oriented
- Good planning and organizing skills
- Good problem-solving skills
- Teamwork and corporation
- Ability to use own initiative
- Integrity

#### ***Technical:***

- Use of technology (relevant computer applications)
- Excellent knowledge of Government operations and protocol
- Excellent typing skills
- Ability to manage workloads and prioritize amongst conflicting demands
- Good records management skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose, and edit written material

### **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 beyond normal working hours;
- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Monday, 24<sup>th</sup> February, 2025 to:**

The Permanent Secretary  
Ministry of Science, Energy, Telecommunications and Transport  
PCJ Building  
36 Trafalgar Road,  
Kingston 10

Email: [hr@mtw.gov.jm](mailto:hr@mtw.gov.jm)

Please note that only shortlisted applicants will be contacted.

Applications should include the names and positions of two (2) senior persons who can provide a character and work-related reference.

**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