



## 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. 58** **OSC Ref. C. 5850<sup>17</sup>**

**6<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 be assigned to the post of **Senior Secretary (OPS/SS 3) – (Not Vacant)** in the **Finance and Accounts Division, Ministry of Economic Growth and Job Creation**, salary range \$1,711,060 - \$2,301,186 per annum.

### **Job Purpose**

The incumbent is responsible for providing secretarial and administrative support to the Director, Housing Fund Accounts, in order to ensure that the operations of the office are effective and efficient in relation to communications and work assignment between the Director, Housing Fund Accounts and his/her direct reports.

### **Key Responsibilities**

- Performs stenographic duties for the production of letters, memoranda, Minutes and other official documents;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Oversees the log of all mails/files that come directly to the Director, Housing Fund Accounts;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors enquiries directed to the office and provides, where possible necessary, advice or information required by clients;
- Co-ordinates the preparation/collation of documents prepared by Heads of Sections for the Director's meetings;
- Prepares resource materials and packages for participation in seminars, workshops and retreats;
- Maintains schedule of all appointments and official engagements of the Director, and issues reminders;
- Complies, stores and retrieves management data, including logging of incoming correspondence in log book;
- Researches and provides information to support the preparation of reports;
- Compiles performance management system records for the Branch;
- Assists in the maintenance of effective client relations, by determining the nature of enquiries from visitors and callers;
- Liaises, as necessary, between the Director and other staff for dissemination of information and instructions;
- Administers the Attendance Register and prepares monthly Attendance Report on staff in Branch for submission to the Director, Human Resource Management;
- Assists in the preparation of the annual Budget, Corporate Plan and Operational Plan for the Branch;
- Orders and maintains inventory on stationery used in the Branch;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit/Branch;
- Takes dictation and reproduces confidential and other correspondence;
- Deals with urgent correspondences, faxes and emails in the absence of a Unit official;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook programme;
- Establishes and maintains a records management system/procedure for the Branch;
- Arranges printing, makes photocopies, binds and dispatches of documents produced;
- Performs follow up to secure timely response from internal and external entities in respect

to letters and memoranda emanating from the Branch.

**Other:**

- Attends administrative meetings on the instructions of the Director, Housing Fund Accounts;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

**Core:**

- Excellent organisational skills
- Excellent oral and written communication skills
- Excellent time management skills
- Team-oriented with excellent interpersonal skills
- Ability to work under pressure and meet deadlines
- Confidential

**Technical:**

- Excellent administrative and secretarial skills
- Excellent knowledge of Government operations and protocol
- Excellent typing skills
- Ability to manage workloads and prioritize amongst conflicting demands
- Good record management skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written material
- Sound knowledge of computer applications - Microsoft Word, Excel, PowerPoint, Publisher and Access

**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**
- Graduated 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; proficient 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.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19<sup>th</sup> February, 2025 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)  
for Chief Personnel Officer**