



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 88 **OSC Ref. C. 4858⁵²**

27th 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 following **vacant** posts in the **Veterinary Services Division (Hope Gardens), Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Secretary (OPS/SS 3)**, salary range \$1,711,060 – \$2,301,186 per annum.
2. **Driver 1 (LMO/DR 1)**, salary range \$22,720 – \$30,556 per week.

1. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Veterinary Specialist the Senior Secretary is responsible for providing administrative and secretarial services to facilitate the efficient operation of the Division.

Key Responsibilities

Management/Administrative:

- Takes dictation and reproduces letters, memoranda, Cabinet Notes/Submissions, certificates, gazette notices, and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Makes photocopies and fax documents;
- Maintains diary and schedules appointments and meetings;
- Receives and screens visitors, and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel, as requested;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Good teamwork and co-operation skills
- Excellent customer and quality focus skills
- Good problem-solving and decision-making skills
- Good conflict management skills

Technical:

- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Ministry's policies and procedures

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.

2. Driver 1 (LMO/DR 1)

Job Purpose

Under the direct supervisor of the Administrative Services Officer, the Driver 1 is responsible for carrying out general transportation assignments, delivers and collects mails and prepares reports and maintenance records as it relates to the operation of the vehicle, and ensures that it is road worthy.

Key Responsibilities

Technical/Professional:

- Operates vehicles and ensures they are properly maintained;
- Writes daily log of transportation duties assigned;
- Prepares reports, as required, from time to time;
- Transports officers to required destinations;
- Collects and delivers mails, as directed;
- Transports goods and equipment, as required
- Performs any other related duties, as directed by Director, Veterinary Services or Administrative Services Officer from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Good time management skills
- Good problem-solving and decision-making skills
- Good customer and quality focus skills
- Good conflict management skills

Technical:

- Excellent driving skills
- Excellent vision
- Excellent defensive driving skills
- Proficient in basic mechanics
- Ability to exercise good judgment
- Good knowledge of the road network in Jamaica
- Knowledge of basic motor vehicle maintenance
- Knowledge of the Road Code
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- Completion of Secondary level education;
- Possession of a valid General Driver's License;
- Required approval/Licence from Island Traffic Authority;
- Three (3) years' experience in similar position.

Special Condition Associated with the Job

- Extensive travelling.


Applications accompanied by résumés should be submitted **no later than Thursday, 13th March, 2025 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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