



## Office of the Services Commissions

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### **CIRCULAR No. 194** **OSC Ref. C.4848<sup>53</sup>**

**30<sup>th</sup> May, 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 – Head Office, Ministry of Agriculture, Fisheries and Mining**:

1. **Secretary 2 (OPS/SS 2)**, salary range \$1,439,455 - \$1,935,907 per annum.
2. **Secretary 2 (OPS/SS 2)**, salary range \$1,439,455 - \$1,935,907 per annum.

#### **1. Secretary 2 (OPS/SS 2)**

##### **Job Purpose**

Under the supervision of the Senior Veterinary Officer, the Secretary 2 is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Division/Quarantine Section.

##### **Key Responsibilities**

- Takes dictation in shorthand, transcribes and composes documents on the computer;
- Reproduces letters, memoranda and reports;
- Opens, sorts and distributes incoming correspondence;
- Dispatches outgoing mails;
- Maintains diary and schedules appointments;
- Provides information to members of staff and visitors, as requested;
- Screens and refers calls/visitors to relevant officers;
- Receives and records Sub-divisions applications, and directs them to appropriate officers;
- Maintains an up-to-date filing system;
- Prepares and submits reports, as required;
- 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
- Strong customer and quality service skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Good interpersonal skills
- Excellent teamwork and co-operation skills
- Excellent records management skills
- Good time management skills
- Integrity
- Compliance

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

- Good report writing skills
- Proficiency in keyboarding skills
- Proficiency in the relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures

### **Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute;
  - Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications.
  - Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level Shorthand at a speed of 80-100 words per minute would be an asset.

## **2. Secretary 2 (OPS/SS 2)**

### **Job Purpose**

Under the direct supervision of the Administrative Services Officer, the Secretary 2 is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Administration Unit.

### **Key Responsibilities**

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

- Types letters, memoranda and other correspondence, as directed;
- Retrieves and forwards Job Descriptions, as requested, to the relevant officers;
- Transcribes and reproduces Minutes of meetings;
- Composes and types routine correspondence;
- Receives and takes telephone messages, and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains an efficient filing system;
- Gathers information and compiles reports;
- Undertakes research and distributes information to the relevant officers;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Creates and maintains database for the efficient functioning of the Unit;
- Prepares and submits status reports, as required;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good interpersonal skills
- Integrity
- Compliance
- Good time management skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Excellent records management skills
- Teamwork and co-operation
- Confidentiality

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

- Proficiency in the relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures
- Good report writing skills

**Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute;
  - Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications.
  - Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level Shorthand at a speed of 80-100 words per minute would be an asset.

Applications, accompanied by résumés, should be submitted no later than **Thursday, 12<sup>th</sup> June, 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](mailto: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**