



Office of the Services Commissions

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CIRCULAR No. 181 **OSC Ref. C. 6210/S5²⁰**

20th 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 be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Senior Secretary (OPS/SS 3) (Not Vacant) - Caribbean and Americas Department**, salary range \$1,711,060 – \$2,301,186 per annum.
2. **Secretary (OPS/SS 2) (Not Vacant) - Administration, Asset and Security Management Department**, salary range \$1,439,455 – \$1,935,907 per annum.

1. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent will provide general administrative assistance and secretarial services to the Director of the Caribbean and Americas Department.

Key Responsibilities

Management/Administration:

- Provides general administrative assistance to the Director;
- Researches files and consults other officers as directed, to procure information needed for replies to correspondence and for meetings;
- Liaises with officers/Government officials within and outside the Ministry, to obtain specific information, at the request of the Director;
- Provides technical guidance to officers within the Department, with formatting and presentation of correspondence;
- Arranges for the photocopying, compilation and documentation of materials for meetings;
- Liaises with Finance and Accounts Department and Office Management, in preparing the Director's Travel Itinerary, for official travel overseas. Arranges for necessary foreign exchange and the procurement of visas;
- Assists in the planning and organizing of meetings to be chaired by the Director.

Professional/Technical:

- Prepares interim replies to routine correspondence;
- Composes letters and memoranda from general instructions for the signature of the Director;
- Prints, photocopies, collates and scans documents, as required;
- Receives, opens, sorts and records incoming mail, files and other documents. Brings matters requiring urgent attention to the Director;
- Records and re-routes processed correspondence and files to officers and/or Departments, for necessary action;
- Ensures that urgent matters are re-routed to the Assistant Director, for immediate attention, in the absence of the Director;
- Organizes and maintains a filing system for the control and safe custody of important circulars, copies of reports, policy papers and other classified documents, in order to ensure the prompt retrieval of same, when necessary;
- Maintains a Third Copy folder of outgoing correspondence for the Director, as well as a Department's Floater of outgoing correspondence, from other officers;
- Schedules appointments for the Director; maintains a diary of official appointments, meetings and conferences scheduled for the Director;
- Receives and screens telephone calls and visitors to the Director; refers telephone calls and visitors to the respective officer/Department, in cases not requiring the Director's attention;
- Receives official visitors and escorts them to the respective meeting room for meetings chaired by the Director;

- Compiles briefing documents for upcoming meetings and conferences to be attended by the Director;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness - general knowledge of the role and functions of the Ministry
- Excellent oral and written communication skills
- Excellent customer and quality focus skills
- Excellent interpersonal skills
- Good planning and organizing skills
- Excellent time management skills
- Ability to work in a team
- Good problem-solving and decision-making skills
- Ability to use judgement and work on own initiative
- Methodical
- Ability to display high levels of integrity, professionalism and confidentiality. Ability to exercise a high level of tact and discretion in handling sensitive situations.

Technical:

- Knowledge of the GoJ Immigration Regulations
- Sound knowledge of administrative principles and practices
- Sound knowledge of web-based research techniques
- Knowledge of modern office processes and procedures
- Knowledge of basic protocol procedures and practices
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and any other relevant software applications

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND); 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 spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus four to five (4-5) 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 computer 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 (MIND).

2. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent will provide secretarial and administrative services to the Director, Administration, Asset and Security Management.

Key Responsibilities

- Attends meetings as requested by the Director, and records Minutes of the proceedings;
- Researches files and consults officers as directed, to procure information needed for replies to correspondence and for meetings;
- Drafts letters, memoranda, Saving Telegrams and reports, in a typewritten format;
- Composes routine replies and acknowledgements for the signature of the Director;
- Photocopies and scans documents, as required;
- Receives, opens, sorts and records incoming mail, files and other documents. Brings matters requiring urgent attention, to the Director;

- Organizes and maintains a filing system for the control and safe custody of important circulars, copies of reports and other documents, in order to ensure the prompt retrieval of same, when necessary;
- Maintains a Third Copy folder of outgoing correspondence for the Director;
- Schedules appointments for the Director;
- Maintains a diary of appointments and meetings;
- Receives and screens telephone calls and visitors to the Director. Provides discreet and reasonable information in response to queries or refers query to other officer(s), as appropriate, in the absence of the Director;
- Organizes meetings convened by the Director, in terms of venue; invites attendees and notes responses received;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness - knowledge of the structure, role and functions of the Ministry
- Good oral and written communication skills
- Good integrity and ethics displayed in the exercise of duties
- Sound knowledge of administrative principles and practices
- Excellent knowledge of modern office processes and procedures
- Ability to use judgment and work on own initiative
- Good time management, problem-solving, planning and organizing skills
- Ability to work under pressure
- Good customer service and interpersonal skills

Technical:

- Sound knowledge of modern office processes and procedures. Ability to recommend changes in administrative policies and to devise and implement office procedures and practices
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).

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 Tuesday, 3rd June, 2025, to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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**