



## Office of the Services Commissions

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### **CIRCULAR No. 364** **OSC Ref. C. 5526<sup>2</sup>**

5<sup>th</sup> December, 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 **Department of Government Chemist**.

1. **Administrative Assistant (GMG/AM 2) (not vacant) – Human Resource Management and Administration Branch**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Administrative Assistant (GMG/AM 2) (not vacant) - Analytical and Advisory Services Branch**, salary range \$1,711,060 - \$2,301,186 per annum.

#### 1. **Administrative Assistant (GMG/AM 2) – (Human Resource Management)**

##### **Job Purpose**

Under the direct supervision of the Director of Human Resource Management and Administration, the incumbent will assist in organizing and administering all secretarial, administrative and clerical activities within the Human Resource Management and Administration Branch in accordance with the established policies and procedures.

##### **Key Responsibilities**

###### ***Administrative***

- Prepares letters and memoranda for the Director Human Resource Management and Administration Branch as directed;
- Prepares reports as requested by the Director HRM & A;
- Maintains proper records and filing system for HRM & A Branch;
- Ensures Agenda and Minutes of meeting are prepared and distributed in a timely manner
- Ensures Incoming and outgoing correspondence are processed and distributed in a timely manner;
- Receives, sorts, and distributes mail;
- Ensures stationery and office supplies ordered and managed efficiently;
- Ensures Logbooks and sample assignment documents are properly maintained and issued;
- Maintains staff confidence and protect operations by keeping information confidential at all times.
- Prepares monthly reports

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

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

- Advanced word and excel processing skills
- Good Interpersonal and people management skills.
- Ability to multitask and prioritize.
- Communicate effectively.
- Manage interpersonal communication & relationship
- Excellent knowledge of Records Management and Office Procedures
- Excellent time management and organizational skills
- Ability to work under pressure and meet deadlines

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

- Proficiency in minute-taking and report writing skills
- Excellent secretarial skills
- Proficiency in the relevant software applications
- Proficiency in shorthand at a speed of 80-100 w.p.m.
- Proficiency in typewriting at a speed of 40-45 w.p.m.

- Knowledge of the operations of Government/Ministry's policies and procedures

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

- Diploma in Public Administration or Business Administration or Management Studies.
  - Graduation from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute.
  - Training in the use of a variety of software applications.
  - Two (2) years' experience in a comparable working environment.
- OR
- CXC or GCE O' Level English Language or equivalent
  - 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
  - Proficiency in typewriting at a speed of 40-45 words per minute
  - Training in word processing and spreadsheet applications
  - Graduated from an accredited Secretarial School
  - At least three (3) years' experience in the field.

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

- Typical office working conditions, will be required to cope well under pressure and meet deadlines.

## **2. Administrative Assistant (GMG/AM 2) – (Analytical and Advisory Services)**

### **Job Purpose**

Under the direct supervision of the Deputy Government Chemist, the incumbent will assist in organizing and administering all secretarial, administrative and clerical activities within the Analytical and Advisory branch in accordance with the established policies and procedures.

### **Key Responsibilities**

#### ***Administrative***

- Prepares letters and memoranda for the Deputy Government Chemist as directed;
- Prepares reports as requested by the Deputy Government Chemist;
- Maintains proper records and filing system;
- Ensures Agenda and Minutes of meeting are prepared and distributed in a timely manner
- Ensures incoming and outgoing correspondence are processed and distributed in a timely manner;
- Ensures stationery and office supplies ordered and managed efficiently
- Ensures Logbooks and sample assignment documents are properly maintained and issued
- Maintains staff confidence and protect operations by keeping information confidential at all times.
- Prepares monthly reports and ensures that they are submitted;
- Prints certificates and reports of analysis and promptly distributes for signatures;
- Performs other related functions that may be assigned from time to time.

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

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

- Advanced word and excel processing skills
- Good Interpersonal and people management skills.
- Ability to multitask and prioritize.
- Communicate effectively.
- Manage interpersonal communication & relationship
- Excellent knowledge of Records Management and Office Procedures
- Excellent time management and organizational skills
- Ability to work under pressure and meet deadlines

**Technical:**

- Proficiency in minute-taking and report writing skills
- Excellent secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Proficiency in shorthand at a speed of 80-100 w.p.m.
- Proficiency in typewriting at a speed of 40-45 w.p.m.
- Knowledge of the operations of Government/Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- Diploma in Public Administration or Business Administration or Management Studies.
  - Graduation from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute.
  - Training in the use of a variety of software applications.
  - Two (2) years' experience in a comparable working environment.
- OR
- CXC or GCE O' Level English Language or equivalent
  - 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
  - Proficiency in typewriting at a speed of 40-45 words per minute
  - Training in word processing and spreadsheet applications
  - Graduated from an accredited Secretarial School
  - At least three (3) years' experience in the field.

**Special Condition Associated with the Job**

- Typical office working conditions, will be required to cope well under pressure and meet deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 18<sup>th</sup> December, 2025 to:**

**Manager  
Human Resources Management and Administration  
Department of Government Chemist  
Hope Complex  
Hope Garden  
Kingston 6**

Email: [government.chemist@moh.gov.jm](mailto:government.chemist@moh.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.**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**