

Office of the Services Commissions

(Central Government)
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CIRCULAR No. 353 **OSC Ref. C. 6272¹⁸**

3rd 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 fill the post of **Senior Secretary (OPS/SS 3) - (Vacant)** in the **Events Management Unit, Office of the Prime Minister**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

The Senior Secretary is responsible for providing secretarial and administrative support to the Director, Social Secretariat and staff as well as any other service which may be required for the effective and efficient operations of the Events Management Unit.

Key Responsibilities

Processing correspondence/documents/information

- Processes incoming and outgoing correspondence (logs and distributes mail) in accordance with established guidelines;
- Prepares letters/memos/notes for dispatch as directed by the Director, Social Secretariat;
- Prepares invoices and maintains Excel expenditure spreadsheet for the various activities/objects of the Events Management Unit;
- Reconciles information on the Events Management Unit Excel expenditure spreadsheet with Commitment Reports received from the Management Accounts Unit;
- Organises and disseminates information to internal and external personnel as directed;
- Responds to routine and other correspondence as directed;
- Research issues and compiles reports on findings as required;
- Reproduces reports and briefs as directed by the Director, Social Secretariat;
- Compiles, formats and proof-read reports;
- Liaises with, and responds, as necessary, to stakeholders and external clients;

Meetings & Functions

- Organises meetings hosted by the Director, Social Secretariat and makes the necessary arrangements (booking of room, preparing related documents including Agendas, requesting refreshment etc.) and on the day of the meeting, confirms that all arrangements are in place;
- Prepares schedules/agendas for meetings and organises relevant information and documents;
- Takes minutes at meetings and reproduce and distributes in accordance with established guidelines;

Schedules and Appointments

- Maintains calendar and schedules of meetings/appointments for the Director, Social Secretariat advising of matters requiring prompt attention;
- Maintains calendar and schedules of requests for booking of meeting rooms. Provides responses indicating confirmation/non-confirmation of requests.

Customer Relations

- Receives and makes telephone calls on behalf of the Director, Social Secretariat and other members of the Unit and takes messages if applicable (screens calls, determine the nature of the call and routes calls to the relevant officer);
- Receives/hosts visitors to the Director, Social Secretariat and the Unit (screen visitors, determine the nature of the enquiry and refer visitors to the relevant officer).

Filing

- Establishes and maintains an effective filing system for the Events Management Unit for the control and safe keeping of classified and confidential documents;
- Assists in the maintenance of an effective filing system for the Administration and Special Services Division.

General

- Maintains inventory of stationery, office and kitchen supplies for the Unit;
- Monitors the attendance register and updates leave cards for staff in the Event Management Unit in keeping with established Human Resource policies;
- Liaises with suppliers for the provision of refreshments for meetings etc.;
- Requests and receives quotations as directed.
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Ability to function as a team player and work with a diverse group of people at various levels externally and internally.
- Excellent planning and organizing skills;
- Excellent command of the English language
- Sound judgement and problem solving skills;
- Ability to work on own initiative and under pressure;
- Typewriting/word processing speed of at least 50 wpm;
- Shorthand/note taking skills of at least 100wpm;
- Proficient in the use of current/relevant computer applications and information technology e.g. Microsoft Office Suite (Word, Excel, Outlook, PowerPoint);
- Knowledge of Government policies and procedures;
- Knowledge of office practices and procedures;
- Knowledge of records/file management techniques.

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.

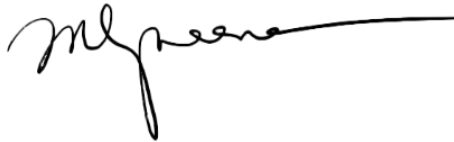
Applications accompanied by résumés should be submitted **no later than Friday, 12th December, 2025 to:**

Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.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 'M. Greene', with a long horizontal flourish extending to the right.

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