

## Office of the Services Commissions

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### **CIRCULAR No. 363** **OSC Ref. C. 6272<sup>18</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 fill the post of **Senior Secretary (OPS/SS 3) - (Vacant)** in the **Planning and Evaluation Unit, Office of the Prime Minister**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **Job Purpose**

Reporting to the Director, Planning & Evaluation, the Senior Secretary is responsible for providing secretarial and administrative support to the Planning & Evaluation Unit to ensure the effective and efficient functioning of the Unit.

#### **Key Responsibilities**

- Maintains a record of the movement of files/correspondence within the Unit;
- Develops and maintains databases;
- Maintains a record of the movement of files/correspondence within the Unit;
- Processes incoming and outgoing correspondence (logs and distributes mail) in accordance with established guidelines (maintains a record of the movement of files/correspondence within the Unit);
- Prepares letters, memoranda, internal circulars, reports and schedules, as directed by the Director, Planning & Evaluation;
- Receives correspondence from Director and routes to designated officers, Divisions/Units;
- Photocopy documents and sends facsimile messages;
- Takes dictation and reproduces notes/minutes in an accurate and presentable manner;
- 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, Planning & Evaluation;
- Compiles, formats and proof-read reports;
- Liaises with, and responds, as necessary, to stakeholders and external clients.

#### **Meetings & Functions**

- Makes logistic arrangements (booking of room, inviting participants etc.) for meetings hosted by the Director, Planning & Evaluation;
- Prepares Agendas for meetings and organises relevant materials and documents;
- Records and reproduces Minutes at meetings and circulates same to relevant stakeholders in accordance with established guidelines;
- Operates office equipment such as photocopier, fax machine in support of the work of the Director and the Unit;

#### **Schedules and Appointments**

- Maintains schedules of meetings and special appointments for the Director, Planning & Evaluation, advising of matters requiring prompt attention.

#### **Customer Relations**

- Receives and makes telephone calls for the Director, Planning & Evaluation 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, Planning & Evaluation (screen visitors, determine the nature of the enquiry and refer visitors to the relevant officer).

#### **General**

- Maintains inventory of stationery and other office supplies for the Unit;
- Conducts research, compiles information and prepares report;
- Monitors the Attendance Register and updates Leave Cards for staff in the Planning & Evaluation Unit, in keeping with established Human Resource policies.

**Other**

- Prepares and collates standard reports, as directed ;
- Performs other related duties that may from time to time be assigned.

**Required Knowledge, Skills and Competencies****Core**

- Integrity and confidentiality;
- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Ability to function as a team player and work with a diverse group of people at various levels externally and internally.

**Technical**

- 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 100 wpm;
- Proficient in the use of current/relevant computer applications and information technology e.g. Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Knowledge of office practices and procedures.
- Knowledge of records/file management techniques

**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).

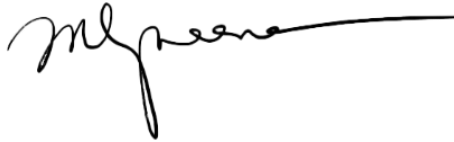
Applications accompanied by résumés should be submitted **no later than Thursday, 18<sup>th</sup> December, 2025 to:**

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

E-mail: [jobs@opm.gov.jm](mailto: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 line extending to the right.

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