



OFFICE OF THE SERVICES COMMISSIONS  
(Central Government)  
30 National Heroes Circle  
Kingston 4  
Jamaica  
Telephone: 922-8600  
Fax: 924-9764  
E-mail: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 68**  
**OSC Ref. C.6272<sup>11</sup>**

21<sup>st</sup> March, 2018

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 **Office of the Prime Minister**:

1. **Administrator (GMG/AM 4) – Access to Information Unit – (Not Vacant)**, salary range \$1,291,943 - \$1,535,714 per annum (*as @ April 1, 2018*) and any allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) – Human Resource Development and Management Division – (Not Vacant)**, salary range \$687,897 - \$817,693 per annum (*as @ April 1, 2018*) and any allowance(s) attached to the post.

#### 1. **Administrator (GMG/AM 4)**

##### **Job Purpose**

Under the general supervision of the Director, Access to Information Unit, the Administrator is responsible for the preparation of the Annual Budget and Cash Flow and Procurement Plan, general procurement of goods and services for the Unit, Inventory and asset management according to established ATI Unit policies and procedures, planning and co-ordination of Access to Information Appeal Tribunal Hearings and Meetings, the preparation of all documents to facilitate payment to all suppliers of goods and services and payments to the Appeal Tribunal members, Financial and logistical arrangements for functions in particular, public expos, ATI National Essay Competition Awards Ceremonies and activities associated with the International Right to Know Day and Week of Activities annually.

The Administrator will also provide support and assistance with:

- the planning and execution of major ATI Unit and ATI Appeal Tribunal activities and events;
- Monitoring Service and maintenance contracts and agreements;
- Information Security, ICT and records and information management policies systems and procedures;
- Stakeholder relations, customer service, and Public education and communication generally and specifically with regard to the Appeal Tribunal;
- Business Continuity Planning and Emergency management;
- Risk Management;
- Energy Conservation and Efficiency;
- Monitoring Staff Health and Safety Policy Issues;
- Development and implementation of Security Policies and procedures for the ATI Unit;
- Performance Monitoring and Reporting;
- Public Authority Compliance-Reporting and Statistics;
- Special Projects.

##### **Key Responsibilities**

***The duties and responsibilities include, but are not limited to the following:***

- Assists with the development of procedures for the management of the Unit's records and information management;
- Budgeting and Procurement Planning;

- Member of the ATI Unit Executive Operational Management and Policy Committee. The Committees responsibilities cover six (6) strategic organizational issues: 1) Strategy Issues, 2) Financial Issues, 3) Public Education and Communication Issues, 4) Information Security, ICT and Records and Information Management Issues, 5) Performance Monitoring, 6) Risk Management. This Committee supports the delivery of ATI Unit operational activities by:
  - ✓ Co-ordinating responses to exceptions to planned delivery
  - ✓ Identifying and addressing potential crosscutting problems
  - ✓ Managing the development of guidance for public authorities
  - ✓ Managing projects
  - ✓ Developing policies and procedures and their implementation
  - ✓ Provision of forums for discussion and consultation
  - ✓ Strategic direction for the security policy of the ATI Unit
  - ✓ Ensures that the ATI Unit complies with its legal obligations when responding to requests for information under the Access to Information Act (2002)
  - ✓ Reviewing the work of ATI Unit Committees;
- Chairs ATI Unit Inventory Committee. The Access to Information Unit in a bid to account for all Government stock, furniture and equipment has formulated an Inventory Committee. The ATI Unit Inventory Committee ensures there is an inventory control system that not only identifies but also records and keeps a Master Inventory system of all Government assets. The Committee shall take all steps possible to put measures in place to ensure that all Inventory records are updated and completed within a prescribed time frame;
- Chairs ATI Unit Health Safety Committee Prepares work plans and conducts performance evaluations for Committee members, recommending training and other developmental programmes. The Access to Information Unit is committed to providing a safe and healthy working environment. The ATI Unit aims to eliminate all risks to Health and Safety, and where elimination is not reasonably practicable, to reduce risks to Health and Safety so far as is reasonably practicable. The Committee assists the Director in his discharge of his Health and Safety responsibilities. The Committee takes all reasonable and practicable steps to maintain a safe and healthy working environment which complies with statutory requirements and Government policy. The Chair is responsible for all the reporting obligations of the Committee;
- Member of the ATI Unit Staff Events & Activities Committee. The Access to Information Unit encourages and supports activities which contribute to employee well-being and welfare such as:
  - ✓ Organized social activities
  - ✓ Self-learning Centres
- Business Continuity Planning and Emergency management (including Warden duties). Assist in the development, review and operationalization of Business Continuity and Emergency management plans of the Unit. This includes overall emergency and safety warden duties;
- Co-ordinates and manages the administrative functions of the Appeal Tribunal Hearings and Meetings by:
  - ✓ Liaising with Parties before the Tribunal to ensure that statutory timelines are met and provide guidance where necessary as advised by the Director
  - ✓ Maintaining a database of contact information for all Tribunal members and Parties with matters before the tribunal;
- Circulates all pre-hearing documents to the Tribunal members and uploads documents to the Tribunal cloud storage account for 24-7 global access to all members;
- Prepares individual files for Tribunal members;
- Ensures that all related bills, invoices and tribunal payments are checked and certified before submission so that payments are paid on time;
- Makes all logistical arrangements with caterers and other support services with respect Appeal Hearings;
- Co-ordinates with the Director, all post-hearing and follow up actions including the receipt of written transcript of Hearings and follows up Tribunal meeting logistics where necessary;
- Provides logistical support to the Public Education Unit for public education events and other Unit activities;
- Prepares Tribunal Reports as directed by the Chairperson of the Appeal Tribunal;
- Prepares Annual Budget, Cash flow and Procurement Plan of the Unit in accordance with the annual Budget Call under the direction of the Director;
- Assists in the reviewing and agreeing of operational financial and resource issues;
- Liaises with the Finance Department on all matters relating to the accounts and budget of the ATI Unit;
- Procures all goods and services for the Unit and monitors timely processing of payments;
- Manages the collection and distribution of cheques to suppliers and service providers according to established policies and procedures of the Unit.

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

- Excellent interpersonal and social skills
- Good customer service skills
- Sound organizational and administrative skills
- Good oral and written communication skills
- Good research and IT skills
- Good leadership and management skills
- Ability to effectively manage/work in a team
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Knowledge of the planning and budget cycle in Jamaica would be an asset

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

- Degree in Public Administration, Humanities, Social Sciences or Associate Degree;
- Paralegal Certification would be an asset;
- Procurement Experience (knowledge of GOJ procurement guidelines and protocols) would be an asset;
- Experience in events planning and management would be an asset;
- Basic understanding of Risk Management would be an asset;
- Records and information management certification and/or experience would be an asset;
- Basis understanding of GOJ strategic and corporate planning process would be an asset.

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

### **Job Purpose**

The Secretary 2 (OPS/SS 2) will provide administrative and secretarial support to the Director, Human Resource Development, for the effective and efficient operation of the Human Resource Development (HRD) Unit.

### **Key Responsibilities**

***The duties and responsibilities include, but are not limited to the following:***

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Takes dictation and reproduce notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail);
- Maintains training database(s) in accordance with established standards;
- Gathers and disseminates information to internal and external personnel as requested;
- Organizes meetings hosted by the Director, Human Resource Development;
- Prepares agendas for meetings and organizes relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes them in accordance with established guidelines;
- Schedules appointments, meetings and conferences and briefs the Director on matters before confirming meeting;
- Receives and makes telephone calls for the Director;
- Interviews visitors and callers to determine nature of their enquiry;
- Receives and hosts visitors to the Director;
- Maintains an effective filing system that allows security and speedy retrieval of documents/information in accordance with established standards;
- Maintains adequate supply of stationery and other office supplies for the Human Resource Development team.

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

- Excellent time management, planning and organizing skills
- Good communication and interpersonal skills

- Ability to work on own initiative and under pressure
- Excellent note taking skills
- Excellent knowledge of office practice and procedures
- Proficiency in the use of computers as well as computer applications especially Microsoft Office Suite

**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 Wednesday, 4<sup>th</sup> April, 2018 to:**

**Senior Director  
Human Resource Development and Management (HRDM) Division  
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 short listed 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. Martinez (Mrs.)  
for Chief Personnel Officer (acting)