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CIRCULAR No. 52
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21st February, 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 fill/be assigned to the following posts in the **Ministry of Local Government and Community Development**:

1. **Assistant Auditor (FMG/AS 1) – (4 posts: 2 Vacant, 2 Not Vacant)**, salary range \$822,650 - \$977,872 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Not Vacant)**, salary range \$828,588 - \$984,930 per annum and any allowance(s) attached to the post.

1. **Assistant Auditor (FMG/AS 1)**

Job Purpose

Reporting to the Senior Auditor, the incumbent will participate in performing internal audit functions within the Ministry, its Municipal Corporations and Agencies. The incumbent will also participate in examining both financial and operational transactions, records and documents to determine compliance with the provisions of relevant laws, regulations, policies and rules as well as to report on internal controls and where necessary, recommends appropriate measures to be taken.

Key Responsibilities

- Participates in conducting operational and financial audits and special assignments to assess the adequacy, efficiency and effectiveness in achieving the desired objectives and compliance with relevant laws and policies;
- Prepares working papers and submits for reviews;
- Follows-up as directed on responses to audit findings to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Participates in the development of Work Plans, risk assessment and itineraries;
- Participates in discussions with management as it relates to audit findings;
- Checks and verifies pension particulars submitted and does reports;
- Performs other duties and responsibilities as may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Customer and quality focus
- Excellent ethics/integrity is exercised in the performance of duties

Technical:

- Excellent technical skills
- Excellent analytical skills
- Good use of technology

Minimum Required Qualification and Experience

- Associate Degree , AAT, ACCA-CAT or equivalent qualifications;
- ACCA Level 1.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Director, the incumbent is responsible for providing secretarial services and managing the routine functions of the Office.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;
- Maintains an electronic data retention and tracking system;
- Prepares response from correspondence for signature;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Types letters and memoranda for Director;
- Maintains an appointment Diary/calendar to facilitate smooth and effective communication between the Directors and internal/external customers;
- Takes/screens and makes telephone calls;
- Assists with the preparation of quarterly reports;
- Develops and maintains a filing system to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the office;
- Provides prompt, efficient and effective delivery of support services;
- Requests stationery for all officers in the Unit.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer relations skills
- Good interpersonal skills
- Good integrity/ethics exercised in the performance of duties

Technical:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the relevant computer applications
- Good knowledge of filing systems and methods
- Sound planning and organizing skills
- Sound judgment and initiative

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 (4) to five (5) years' general office experience;

OR

- Graduation 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 (4) to five (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 (4) to five (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 Monday, 5th March, 2018 to:**

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
85 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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)