



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 153
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9th May, 2019

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/fill the posts of **Secretary 2 (OPS/SS 2) – (2 posts)** in the **Department of Co-operatives and Friendly Societies**, salary range \$715,413 – \$850,401 per annum.

1. Secretary 2 (OPS/SS 2) (Not Vacant) – Agricultural Credit and Subsidies Division – Kingston

Job Purpose

Under the direct supervision of the Director (GMG/SEG 3), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Transcribes and reproduces Minutes of meetings;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains an efficient filing system;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers.

Required Knowledge, Skills and Competencies

Core:

- Excellent Oral and Written Communication skills
- Good Interpersonal skills
- Good Problem Solving, Conflict Management, Planning and Organizing skills
- Ability to work in teams
- Excellent Customer Relations skills

Technical:

- Excellent Secretarial skills
- Proficiency in keyboarding and the relevant software applications
- Knowledge of the operations of Government/Ministry's policies and procedures

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.

2. Secretary 2 (OPS/SS 2) – (Vacant) – Inspectorate Unit, Montego Bay

Job Purpose

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

Key Responsibilities

- Types letters, memoranda and reports from draft notes;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Receives and directs all telephone calls to relevant officers;
- Disseminates information to internal/external customers;
- Screens and directs visitors to the appropriate officer;
- Monitors and requests files for relevant officer;
- Prepares and collates documents;
- Downloads emails and forwards to relevant officer;
- Ensures that documents and correspondence are photocopied;
- Receives and forwards fax as directed;
- Maintains an efficient filing system;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good Oral and Written Communication skills
- Excellent Planning and Organizing skills
- Good Time Management, Problem Solving and Conflict Management skills
- Good Interpersonal skills
- Methodical
- Strong Customer and Quality Focus skills
- Ability to use initiative

Functional/Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of computer applications
- Basic knowledge of Records Management

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 Friday, 24th May, 2019 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.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 be 'Merle I. Tam', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**