



**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. 14**  
**OSC Ref. C.6222'**

**11<sup>th</sup> January, 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 **Post and Telecommunications Department**:

- 1. Senior Director of Finance and Accounts (FMG/PA 4) – (Vacant)**, salary range \$2,593,142 – \$3,082,431 per annum and any allowance(s) attached to the post.
- 2. Executive Secretary 1 (OPS/SS 4) – (Not Vacant)**, salary range \$954,390 – \$1,134,470 per annum and any allowance(s) attached to the post.
- 3. Senior Secretary (OPS/SS 3) – (Not Vacant)**, salary range \$828,588 – \$984,930 per annum and any allowance(s) attached to the post.

#### **1. Senior Director of Finance and Accounts (FMG/PA 4)**

##### **Job Purpose**

Under the direct supervision of the Postmaster General, the incumbent is responsible to direct the Financial and Accounting functions of the Post and Telecommunications Department and to ensure the effective, efficient and economical use of the Department's funds in the fulfillment of its Corporate objectives.

##### **Key Responsibilities**

- Ensures the budget and cash flow are prepared in time with the Ministry of Finance and the Public Service's guidelines, as well as in accordance with the Department's Corporate Plan, policy priorities and resource availability;
- Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgeting limits;
- Ensures that the Department has a proper and effective system of Internal Controls;
- Ensures that a budgeting system is in place and a timetable which fits with Ministry of Finance and the Public Service's guidelines;
- Ensures the accounts preparation and prompt submission of Financial Statements to the Auditor General, Financial Secretary and all other External and Internal Users;
- Ensures the efficient, effective and economical utilization of assets and other resources;
- Prepares Non-tax Revenue and Public Expenditure along with Departmental Deposit Statements for scrutiny by the Auditor General, Financial Secretary and Parliament;
- Provides advice and guidance to the Postmaster General and other Senior Managers on Financial and Accounting policies, as well as the performance of the Department and on its financial status;
- Monitors and evaluates the performance of direct reports and recommends and or initiates corrective action where necessary to improve performance to attain established organization goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, commitment mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the organization's goals;

- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Authorizes Payment Vouchers and signs cheques.

### **Required knowledge, Skills and Competencies**

- Excellent leadership and team building skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent problem solving and analytical skills
- Skilled in operating a computerized Accounting System
- Excellent interpersonal and people management skills
- Ability to cope under pressured working conditions to meet deadlines
- Expert knowledge of government accounting principles and procedures
- Expert knowledge of government procurement policy and guidelines
- Excellent knowledge of the Financial Administration and Audit (FAA) Act and other Government financial regulations

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

- Bachelor's Degree in Accounting or Management Studies with Accounting or Bachelor of Business Administration from a recognized University. (Post-graduate training in Accounting is an asset) **or**;
- ACCA Level 2 or 3 **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- At least six (6) years' Accounting experience, two (2) of which should be at a Supervisory Management level.

## **2. Executive Secretary 1 (OPS/SS 4)**

### **Job Purpose**

Under the direct supervision of the Postmaster General, the incumbent is responsible for providing secretarial and administrative functions that enhance and simplify the work processes and operations of the Postmaster General's Office.

### **Key Responsibilities**

- Accepts and opens internal and external correspondence addressed to the Postmaster General/CEO. Applies relevant actions to the correspondence assessed by Postmaster. Applies relevant actions to those indirectly relate to his purview;
- Opens and reviews/evaluates emails on official matters and take the appropriate actions;
- Proofreads, verifies and reviews materials, records and reports for accuracy and completeness;
- Independently prepares correspondence and memoranda;
- Apprises the Postmaster General and Deputies of local/international postal service activities and follow through on actions as directed;
- Maintains calendar of activities, meetings and various events for the Postmaster General;
- Formulates and maintains inter-office records management system;
- Ensures that timely response to calls enquires/request for personal visits to the Postmaster General are proficiently and expeditiously addressed;
- Prepares all official documents on international travel for Postmaster General and other Senior Managers;
- Liaises with Customer Service Representatives to log and treat calls efficiently and expeditiously on a daily basis as they occur;
- Attends meetings and records and produces Minutes;
- Formats and collates Post and Telecommunications Department's reports for submission to the Chief Executive Officer's Monthly Board Meetings;
- Assumes the duties/responsibilities of the Administrative Assistant when necessary.

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

- Good customer relation skills
- Exhibits high level of initiative
- Good oral and written communication skills
- Excellent time management skill
- Good planning and organizing skills
- Capable of multitasking
- Report and Minute Writing skills
- Working knowledge of the Government /Department policies and procedures
- Sound knowledge of Records Management
- Possess a working knowledge of office equipment eg. fax and photocopy machine

### **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 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 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

### **3. Senior Secretary (OPS/SS 3)**

#### **Job Purpose**

Under the direct supervision of the Chief of Security, the incumbent is responsible for providing secretarial and administrative functions that enhance and simplify the work processes and operations of the Security Unit.

#### **Key Responsibilities**

- Establishes and maintains a system for the control of files in order to access/retrieve required information;
- Monitors files concerning matters in progress to assist in expediting completion;
- Attends meetings and records and prepares Minutes;
- Opens and records mail received and addressed to the Chief of Security; also dispatches incoming correspondence to the respective offices;
- Ensures that activities of Chief of Security are properly co-ordinated with regard to meetings, travelling arrangements and training etc.;
- Arranges the dispatch of urgent messages via fax, email or other relevant communication media;
- Monitors telephone calls and messages received in the Office of the Chief of Security and provides advice within the scope of authority in the absence of the Chief of Security;
- Types letters to Airport Authority of Jamaica requesting passes for employees and contract companies assigned to or visit Airmail Facility at the Norman Manley International Airport;
- Types letters to contract companies advising of burglar alarms systems that need to be repaired at Post Offices and Postal Agencies islandwide;
- Types letters to contractor whenever repairs are required to be done to vaults, iron safes and strong room at Post Offices and Postal Agencies;

- Types memoranda to Security Officers assigned at Head Office advising authorization of external organization or personnel that should or should not enter the building for various reasons;
- Types letters to contractor regarding duplication of letter box keys in respect of Post Offices islandwide;
- Calculates overtime allowance for Office Attendant staff.

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

- Good customer relation skills
- Ability to work in a team
- Exhibits high level of initiative
- Good oral and written communication skills
- Excellent time management skills
- Good planning and organizational skills
- Capable of working independently
- Report and Minute Writing skills
- Sound knowledge of Records Management
- Working knowledge of the Government /Department policies and procedures
- Possess a working knowledge of office equipment eg. fax and photocopy machine

#### **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 Thursday, 25<sup>th</sup> January, 2018 to:**

**Senior Director, Human Resource Management  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston**

**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.**



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