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CIRCULAR No. 139
OSC Ref. C.5850¹⁰

5th June, 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 post of **Senior Secretary (OPS/SS 3) – (Not Vacant)** in the **Housing Fund Unit, Finance and Accounts Division, Ministry of Economic Growth and Job Creation**, salary range \$887,418 – \$1,054,861 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Housing Fund, the Senior Secretary is responsible for providing administrative and secretarial support services and to assist in ensuring the effective and efficient operations of the Unit.

Key Responsibilities

- Prepares letters, memoranda, minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the office and provide where possible necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Director and issues reminders of ensure fulfilment;
- Assists in the maintenance of effective client relations by, determining the nature of enquiries from visitors and callers;
- Liaises as necessary between the Director and the other staff for dissemination of information and instructions;
- Orders and maintains inventory on stationery used in the Branch/Unit;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities;
- Establishes and maintains a records management system/procedure for the Branch/Unit;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Division/Branch/Unit;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Assists in maintenance of the Attendance Register and prepares reports accordingly;
- Performs other duties that may be assigned.

Required Knowledge, Skills and Competencies

- Excellent organizational skills
- Excellent oral and written communication skills
- Team-oriented with excellent interpersonal skills
- Confidentiality
- Excellent administrative and secretarial skills
- Proficiency in Word Processing and standard computer applications

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 Friday, 15th June, 2018 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, the Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.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.



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