



OFFICE OF THE SERVICES COMMISSIONS
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11th May, 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 the vacant post of **Senior Secretary (OPS/SS 3)** in the **Social Security Division, Ministry of Labour and Social Security**, salary range \$887,418 – \$1,054,861 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent provides Secretarial and Administrative support to the Director, Social Security, for the efficient and effective operations of the Office.

Key Responsibilities

Technical/Professional:

- a. **Processing correspondence/documents/Information**
 - Composes letters/memoranda from general instructions;
 - Responds to routine and other correspondence as directed;
 - Reproduces manuscripts and briefs prepared by the Director, Social Security;
 - Takes dictation and reproduces notes in an accurate and presentable manner;
 - Processes incoming and outgoing correspondence in accordance with established guidelines;
 - Researches and compiles information as requested;
 - Assembles and disseminates information to internal and external personnel as requested.
- b. **Meetings and Functions**
 - Organizes meetings hosted by the Director, Social Security;
 - Prepares agendas for meetings and organizes relevant information and documents;
 - Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
 - Organizes business and social functions on behalf of the Director, Social Security.
- c. **Schedules and appointments**
 - Maintains schedules of routine and special appointments for the Director, Social Security advising of matters requiring prompt attention;
 - Makes travel arrangements and prepares itinerary for local and overseas business trips;
 - Receives and makes telephone calls for the Director, Social Security;
 - Receives/hosts visitors to the Director, Social Security.
- d. **Filing**
 - Maintains an effective filing system that allows security and speedy retrieval of documents/information in accordance with established standards.

Other:

- Maintains adequate supply of stationery and other Office supplies for the Unit;
- Undertakes assignments specific to the Division/Branch assigned;
- Assists in the preparation and collection of standard reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit;
- Supervises the work of junior secretarial/clerical staff assigned to the Division/Branch;
- Performs other related duties.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

Technical:

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

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, 24th May, 2018 to:**

**Senior Director, Human Resource Management and Administration
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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)