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10th 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 be assigned to the post of **Senior Secretary (OPS/SS 3)– (Not Vacant)** in the **Legal Unit, 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 will provide secretarial services and administrative support to the Legal Division (the Senior Legal Officer and Legal Officer in particular) which shall include but not be limited to: the maintenance of an accurate record of all files and documents and the maintenance of an effective follow-up system, making appointments, drafting memoranda in relation to administrative matters from time to time, typing legal documents, receiving visitors, making arrangements for meetings, preparing replies to routine correspondence and obtaining and collating information as required.

Key Responsibilities

- Maintains files in alpha-numeric or other prescribed order and ensures that minute sheets are updated;
- Assists Legal Officers with the proper filing of correspondence;
- Assists with the maintenance of an effective follow-up system for Senior Legal Officer and Legal Officer;
- Maintains files in respect of Awards emanating from the IDT and judgments from the Court;
- Makes appropriate arrangements for meetings and training sessions being conducted by the Unit;
- Requests stationery and other supplies needed by the Unit in a timely manner;
- Takes accurate Minutes of Meetings and transcribes them in a timely manner;
- Maintains proper records of telephone and fax registers and monitors receipt of telephone bills and arranges for timely dispatch of bills for payment;
- Types letters and legal documents prepared by Legal Officers in an accurate and timely manner. These documents include but are not limited to opinions, contracts, memoranda of understanding and lease agreements;
- Drafts and types standard letters and memoranda in relation to legal or administrative matters as required;
- Ensures the timely dispatch of letters, legal opinions, memoranda and other correspondences to the relevant personnel/Department;
- Maintains an accurate record of all incoming and outgoing correspondences;
- Answers calls to the Unit in a professional manner and maintains an accurate record of messages for Legal Officers;
- Receives visitors to the Unit in a professional manner;
- Sends facsimiles and emails as instructed by Legal Officers;
- Photocopies and scans correspondence and other relevant documents as instructed by Legal Officers;
- Safe-guards documents at the end of each work day;
- Performs related task and any other relevant matters assigned by the Director Legal Services, Senior Legal Officer and the Legal Officer, from time to time.

Required Knowledge, Skills and Competencies

- Proficiency in the use of Microsoft Office applications
- Excellent secretarial skills
- Good problem solving skills
- Good communication, interpersonal, customer relations and people management skills
- Ability to work on own 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 Tuesday, 22nd 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.im

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)