

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 83
OSC Ref. C.6210/S5¹⁸

12th March, 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 the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Senior Secretary (OPS/SS 3) - (2 posts - Not Vacant)**, salary range \$887,418 – 1,054,861 per annum.
2. **Secretary 2 (OPS/SS 2) - (3 posts - Not Vacant)**, salary range \$687,897 - \$817,693 per annum.

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

Job Purpose

The incumbent will provide secretarial and administrative support to the Director of the Department.

Key Responsibilities

- Attends meetings as requested by the Director. Records Minutes of the proceedings;
- Researches files and consults officers as directed to procure information needed for replies to correspondence and for meetings;
- Assists with the supervision of junior Secretaries and Typists in the Department. Provides technical guidance on the formatting and presentation of correspondence;
- Assists as required with the administration of proficiency tests in shorthand and accuracy to job applicants interviewed for junior secretarial positions;
- Checks typewritten copy and written transcripts for accuracy;
- Takes notes in shorthand. Transcribes shorthand notes and produces them from letters, memoranda, saving telegrams, third person notes etc., in acceptable typewritten format;
- Types reports, Cabinet Submissions, charts and tabulations from written draft or copy;
- Composes routine replies and acknowledgements for the signature of the Director;
- Photocopies and collates documents as required;
- Receives, opens, sorts and records incoming mail, files and other documents. Brings matters requiring urgent attention to the Director's attention;
- Records and re-routes processed correspondence and files to officers in the Department for necessary action;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the Director;
- Organizes and maintains a filing system for the control and safe custody of important circulars, copies of reports, policy papers and other classified documents in order to ensure the prompt retrieval of same, when necessary;
- Maintains a third copy folder of outgoing correspondence for the Senior Director, as well as a Department floater file for outgoing correspondence from other officers.

Required Knowledge, Skills and Competencies

- Organizational awareness general knowledge of the role and functions of the Ministry
- Basic knowledge of administrative principles and practices
- Knowledge of modern office processes and procedures
- Ability to use judgment and work on own initiative
- Good planning and organizing skills
- Good oral and written communication skills
- Good Customer Service skills

- Knowledge of basic protocol procedures and practices
- Knowledge of computer applications

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), 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

- Graduated 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 (MIND), plus four (4) to five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency 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 (MIND).

2. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent will provide secretarial and administrative support to the Head of the Unit.

Key Responsibilities

- Types letters, memoranda, saving telegrams and circulars from transcribed dictation notes, written draft or clean copy. Proofreads typed material for errors and submits work for review;
- Types reports, speeches, briefs, papers, charts and tables from written draft or clean copy. Proofreads typed material for errors and submits work for review;
- Photocopies and collates documents as required;
- Assists with the recording of incoming correspondence, files and documents;
- Distributes processed correspondence to staff as directed;
- Assists with the maintenance of the Department's filing system;
- Researches files as directed, to extract information required for replies to correspondence and for meetings;
- Keeps a record of appointments scheduled for the Head of Unit in a diary and reminds supervisor of same;
- Screens telephone calls and visitors to the Assistant Director. Provides replies to routine queries. Determines which requests should be handled by supervisor, appropriate staff member or other officers;
- Provides typing services to other staff of the Unit.

Required Knowledge, Skills and Competencies

- Knowledge of modern office processes and procedures
- Knowledge of computer applications
- Knowledge of telephone techniques
- Organizational awareness - general knowledge of the role and functions of the Ministry
- Ability to work on own initiative
- Good oral and written communication skills
- Good Customer Service skills

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.

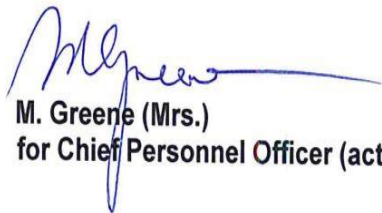
Applications accompanied by résumés should be submitted **no later than Monday, 25th March, 2019 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive
Kingston 5**

E-mail: hrmassistant@mfaft.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. Greene (Mrs.)
for Chief Personnel Officer (acting)**