



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 148**  
**OSC Ref. C. 4860<sup>8</sup>**

6<sup>th</sup> May, 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 fill the post of **Social Worker 2 (SWG/PS 2) – (Vacant)** in the **National Council for Senior Citizen, Ministry of Labour and Social Security (MLSS)**, salary range \$1,092,394 – \$1,298,513 per annum and any allowance(s) attached to the post.

**Job Purpose**

The incumbent will facilitate the dissemination of information on the Ageing Process, increase awareness to change the negative attitudes and impressions of ageing while encouraging adequate preparation for Retirement Planning and give recognition to senior citizens as valuable members of the society.

**Key Responsibilities**

- Facilitates seminars on Ageing Process and Retirement Planning;
- Mounts awareness campaign to highlight the work and worth of seniors;
- Co-ordinates with Parish Organizers to conduct Parish Spelling Bee, Bible Quiz Competitions, Cultural and other Educational programmes;
- Facilitates Information Seminars for seniors and volunteers;
- Co-ordinates with Parish Organizers to conduct talks in schools, churches and other groups regarding Ageing issues and the Council;
- Facilitates Computer training for seniors;
- Prepares and submits monthly reports on programme area;
- Assists with training needs for staff, seniors and volunteers;
- Assists in co-ordinating other areas of the Policy;
- Co-ordinates with the Public Relations Unit for media highlight of the Council's programme as deemed necessary;
- Co-ordinates with Ministries, Department, Agencies and NGOs to effectively undertake programmes.

**Required Knowledge, Skills and Competencies**

**Core:**

- Excellent oral and written communication skills
- Ability to work in a team
- Proficient in use of relevant computer software
- Impact and influence
- Excellent planning and organizing skills

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Social Work from an approved institution, plus Train the Trainer Certificate;
- Three (3) years relevant work experience;
- Supervisory Training;
- Training in Gerontology would be an asset.

**Special Conditions Associated with the Job**

- Extensive island-wide travelling;
- Extended workdays and weekends, especially during Senior Citizens Month;
- Must own a reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Friday, 17<sup>th</sup> May, 2019 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 shortlisted 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**