



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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17th April, 2024

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/be assigned to the following posts in the **Ministry of Labour and Social Security**:

1. **Professional Social Worker (SWG/PS 2) (Vacant), Overseas Employment/Family Services Unit - Manchester Local Office**, salary range \$4,266,270 - \$5,071,254 per annum.
2. **Secretary 2 (OPS/SS 2) (Vacant), National Council for Senior Citizens Department**, salary range \$1,984,305 - \$2,668,670 per annum.
3. **Secretary 2 (OPS/SS 2) (Not Vacant), Human Resource Management and Development Branch**, salary range \$1,984,305 - \$2,668,670 per annum.
4. **Secretary 2 (OPS/SS 2) (Vacant) (3 posts), St. Elizabeth, St. Thomas & St. Catherine Local Offices**, salary range \$1,984,305 - \$2,668,670 per annum.
5. **Assistant Cook (LMO/TS 2) (Vacant), National Council for Senior Citizens**, salary range \$18,647 - \$25,078 per week.

1. Professional Social Worker (SWG/PS 2)

Job Purpose

To conduct investigations into the circumstances of vulnerable/disadvantaged individuals/families and make recommendations for them to obtain support/welfare assistance through the Family Services Unit or the Public Assistance Department of the Ministry.

Key Responsibilities

- Carries out investigations into the circumstances of families of overseas workers who have been identified as needing support;
- Makes recommendations regarding the provision of support welfare benefits for these families;
- Manages cases for at least 300 families of overseas workers who are in need of the Ministry's support and assistance;
- Maintains electronic case files on such families through regular monitoring and assessment activities;
- Provides information to assist in obtaining support from overseas workers for their families whether through the courts or otherwise;
- Maintains dialogue with the Director and Administrators of the Family Services Unit regarding the cases of families being managed;
- Ensures that outstanding cases are brought to the urgent attention of the Director;
- Conducts investigations in order to facilitate the provision of welfare benefits/gratuity and other payments for former workers/families of overseas workers who are in need;
- Interview/investigates applicants for other benefits which can be obtained through the Ministry's Public Assistance Department;
- Assesses the circumstances and damage to dwellings of victims of natural disasters and submits assessments for them to receive benefits;
- Identifies and refers potential beneficiaries to the Steps-to-Work and the Special Youth Employment and Training Project, PATH and other Public Assistance Programmes of the Ministry;
- Assists with distribution of relief supplies to victims of natural disasters;
- Oversees and provides guidance to the Social Services Administrators attached to the respective Regional Offices in the performance of their duties;
- Monitor the activities of the Social Work Administrators in the respective Regional Offices to ensure that these are in keeping with their assignments.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Excellent oral and written communications skills
- Proficiency in the use of the relevant computer software
- Ability to communicate with persons at all levels
- Must be highly confidential
- Must be a team player

Minimum Required Qualification and Experience

- First Degree in Social Work;
- Three (3) years related work experience.

Special Conditions Associated with the Job

- Working in volatile areas;
- Long working hours, work on public holidays;
- Working in immediate post-disaster environment;
- Extensive local travelling required.

2. Secretary 2 (OPS/SS 2) - National Council for Senior Citizens

Job Purpose

Under the direction of the Principal Social Worker (PSW), the Secretary 2 is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the department.

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence and distributes them in accordance with established guidelines;
- Assembles and disseminates information to internal and external persons as requested;
- Retrieves documents/information as required by the PSW, in accordance with established standards;
- Maintains a record of the movement of files/correspondence within the Department;
- Develops and maintains databases as required to support the office
- Makes logistic arrangements (booking of room, inviting participants etc.) for meetings hosted by the PSW
- Prepares Agendas for meetings and organizes relevant materials and documents as instructed;
- Records and reproduces Minutes at meetings and circulates same to relevant stakeholders in accordance with established guidelines;
- Operates office equipment such as photocopier, fax machine in support of the work of the PSW and the Unit;
- Maintains schedules of meetings and special appointments for the PSW, advising of matters requiring prompt attention;
- Receives and makes telephone calls for the PSW and other staff in the Unit;
- Receives/hosts visitors to the Principal Social Worker;
- Establishes and maintains a system for the control of confidential files that allows for security and speedy retrieval of documents/information, in accordance with established standards;
- Types and submits letters, memoranda, circulars to the appropriate officers;
- Dispatches letters and relevant documents to staff members and public entities as required;
- Responds to telephone and email queries appropriately and relays information to the relevant officers;
- Gathers information and provides reports that may be required to support the PSW;
- Liaises with the other sections within the Ministry for the retrieval of files and correspondence for the department's staff;
- Reports to the PSW on issues relating to staff welfare such as leave entitlement etc.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Excellent command of the English Language
- Excellent typing and shorthand skills
- Good interpersonal, time management and organizing skills
- Results oriented
- Confidentiality, integrity and sound judgment
- Knowledge of the Ministry's functions, policies and procedures
- Initiative (ability to work without supervision and work under pressure).
- Sound knowledge of record keeping and records/file management techniques;
- Sound knowledge of office procedures
- Proficiency in the use of relevant computer software including spreadsheet and other 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 three (3) 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 spreadsheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus three (3) 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 three (3) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

3. Secretary 2 (OPS/SS 2) - Human Resource Management and Development Branch

Job Purpose

Under the direction of the Senior Secretary, the incumbent supports the operation of the Human Resource Management and Administration Department through the preparation and dispatch of documents, as well as the provision of information to customers in accordance with established provisions.

Key Responsibilities

- Types letters, memoranda, circulars and submits same to the appropriate officer as required;
- Provides information for internal and external customers as required;
- Makes copies of letters, memoranda, circulars and other documents as required;
- Dispatches letters and relevant documents to staff members and public entities as required;
- Answers the telephone and relays information to the relevant officers;
- Liaises with relevant officers to ascertain the particulars of salary and allowances of staff members as required;
- Requests files and returns same to the main documentation centre;
- Performs any other related duties that may be assigned.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good typing skills
- Good interpersonal skills
- Proficient in the use of relevant computer application
- Good knowledge of Government Policies and the Ministry's function

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 three (3) 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 spreadsheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus three (3) 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 three (3) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development

4. Secretary 2 (OPS/SS 2) - St. Elizabeth, St. Thomas and St. Catherine Local Offices

Job Purpose

To provide secretarial services, maintain a record of all files and documents, maintain a follow-up system, make appointments, draft memoranda in relation to administrative matters from time to time, receive visitors, make arrangements for meetings, prepare replies to routine correspondence and obtain and collate information as required.

Key Responsibilities

- Types letters, memoranda, circulars and submit same to the appropriate officer as required;
- Provides information for internal and external customers as required;
- Makes copies of letters, memoranda, circulars and other documents as required;
- Dispatches letters and relevant documents to staff members and public entities as required;
- Answers the telephone and relays information to the relevant officers;
- Liaises with relevant officers to ascertain the particulars of salary and allowances of staff members as required;
- Requests files and returns same to the main documentation centre;
- Performs any other related duties that may be assigned.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good typing skills
- Good interpersonal skills
- Proficient in the use of relevant computer application
- Good knowledge of Government Policies and the Ministry's function

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 three (3) 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 spreadsheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus three (3) 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 three (3) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

5. Assistant Cook (LMO/TS 2)

Job Purpose

To ensure that healthy, nutritional meals are adequately provided for your children.

Key Responsibilities

- Cleans and sanitizes tables, shelves stoves and all canteen areas on a daily basis before and after preparing meals;
- Keeps food covered at all times;
- Ensures that food is stored appropriately;
- Uses gloves when necessary in the canteen;
- Stores all garbage in bags for easy disposal;
- Discards of garbage on a daily basis;
- Keeps hair covered by wearing appropriate hair net;
- Wears appropriate closed toes footwear;
- Prepares meals on a daily basis;
- Prepares and share lunches on time;
- Minimizes wastage of food;
- Sanitizes utensils before and after use;
- Adheres to proper food handling practices;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Sound knowledge of health and safety procedures
- Ability to work as a part of a team
- Good language and sanitation practice
- Good knowledge and use of kitchen equipment
- Read, write and communicate Basic English
- Able to follow oral and written instructions.

Minimum Required Qualification and Experience

- Hold and maintain food handlers permit
- NCT VET Level I in Food Preparation or similar qualification
- At least three (3) years' experience in food preparation
- Police Record

Applications accompanied by résumés should be submitted **no later than Monday, 29th April, 2024 to:**

**Senior Director, Human Resource Management and Development
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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**