



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 166

OSC Ref. C. 6123⁴

31st August, 2026

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 **Executive Secretary 1 (AUGD/AGS 4) – (Not Vacant)**, in the **Human Resource Management & Administration Unit, Auditor General's Department (AUGD)**, salary: \$2,190,302 per annum.

Job Purpose

Under the direction of the Senior Director, Human Resource Management & Administration, the incumbent provides quality and efficient administrative and secretarial support to the Office of the Senior Director to ensure that professionalism is maintained at all times and confidentiality is exercised in the execution of duties.

Key Responsibilities

Technical/Professional:

- Engages with internal and external stakeholders to communicate information from the Senior Director, Human Resource Management & Administration, as directed;
- Makes logistical arrangements for meetings, including technology, equipment and refreshments, as directed;
- Receives visitors to the Office of the Senior Director, Human Resource Management & Administration;
- Liaises with Heads of Departments on action issues requiring their attention;
- Streamlines the Office through efficient filing systems, placement of equipment and related administrative support;
- Monitors the scheduled maintenance of HR equipment;
- Receives and processes sensitive and confidential mail and other documents;
- Initiates and prepares draft reports and letters for the review of the Senior Director, Human Resource Management & Administration;
- Attends meetings, records minutes, prepares minutes and circulates them to meeting attendees;
- Screens telephone calls and directs calls to the appropriate officer, as necessary;
- Maintains a schedule of appointments, reschedules appointments when necessary and informs the relevant persons;
- Maintains a database of letters issued and ensures that copies are routed to the HR Registry for filing;
- Maintains and manages confidential files and documents, as directed;
- Provides support to the execution of HR programmes, as needed;
- Maintains an efficient filing system;
- Performs any other related duties that may be assigned.

Required Knowledge, Skills and Competencies

- Good planning and organizing skills
- Good oral and written communication skills
- Stakeholder engagement
- Report writing
- Accuracy
- Initiative and reliability
- Knowledge of office procedures
- Good use of technology
- Good interpersonal skills
- Quality customer care

Minimum Required Qualification and Experience

- Diploma in Administration, Management or related studies from a recognized institution.
- Certified Professional Secretaries Certificate.

- Successful completion of prescribed Government of Jamaica Secretaries Courses at MIND.
- At least three (3) years progressive secretarial experience working under the direction of a Senior Manager.

Special Working Conditions Associated with the Job

- Performing duties while under pressure.
- Performing multiple tasks at the same time.

Applications accompanied by résumés, including the names of two (2) referees, one must be a former/current supervisor, should be submitted **no later than Friday, 11th September, 2026 to:**

Senior Director, Human Resource Administration (Actg.)
Auditor General's Department
40 Knutsford Boulevard
Kingston 5

Email: careers@auditorgeneral.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**