



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 160
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24th 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 fill the **vacant** post of **Executive Secretary 1 (OPS/SS 4)** in the **Science Division, Office of the Prime Minister**, salary: \$2,190,302 per annum.

Job Purpose

The Executive Secretary 1 provides administrative and secretarial services to support the Principal Director, for the effective and efficient operations of the Science Division.

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence, as directed;
- Advises the Principal Director of matters requiring prompt attention;
- Processes incoming and outgoing correspondence for the Science Division in accordance with established guidelines;
- Maintains database for tracking Cabinet Submissions and Decisions;
- Prepares reports, memoranda, forms and proofreads documents for accuracy, completeness and conformity with established formats;
- Conducts research and provides findings/information to the Principal Director;
- Takes dictation and reproduces correspondences and emails them to the relevant personnel, as required;
- Coordinates printing, photocopying, binding, dispatching of documents produced;
- Assembles and disseminates information to internal and external personnel as requested.
- Maintains diary, calendar and schedules of meetings/appointments for the Principal Director and provides all documents for related meetings;
- Makes travel arrangements and prepares itinerary for local and overseas business trips for the Principal Director;
- Receives and makes telephone calls for the Principal Director and directs/routes calls to the responsible officer within the Division;
- Receives/screens visitors to the Principal Director and the Science Division.
- Organizes logistic arrangements for meetings/functions hosted by the Principal Director (booking of rooms, preparing related documents including Agendas, requesting refreshment etc.) and on the day of the event, ensures all arrangements are in place;
- Takes Minutes at meetings and distributes them, as directed;
- Organises business and social functions on behalf of the Principal Director;
- Compiles, formats and proof-read reports;
- Liaises with, and responds, as necessary, to stakeholders and external clients;
- Establishes and maintains an effective filing system for the control and safe keeping of classified and confidential documents;
- Maintains adequate supply of stationery and other office supplies for the NCST Unit;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Presentation, oral and written communication skills;
- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Excellent judgement, decision-making and problem-solving skills;
- Excellent planning and organizing skills;
- Demonstrates initiative;
- Sound command of the English Language;

- Ability to work on own initiative and under pressure;
- Ability to maintain calendars and schedule appointments;
- Ability to record and transcribe Minutes of meetings;
- Typewriting/word processing speed of at least 50 wpm;
- Shorthand/note taking skills of at least 100wpm;
- Knowledge of records management;
- Knowledge of Government policies and procedures;
- Knowledge of office practices and procedures;
- Proficient in the use of current/relevant computer applications and information technology e.g. Microsoft Office Suite (Word, PowerPoint, Excel and Outlook).

Minimum Required Qualification and Experience

- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND) 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
 - CXC or GCE O'Level English Language
 - At least five (5) years general office experience;
- OR**
- Graduate from an accredited school of Secretarial Studies or equivalent training/accreditation.
 - Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute
 - CXC or GCE O'Level English Language
 - Training in the use of a variety of computer software applications (e.g. Microsoft Office Suite)
 - Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND)
 - At least 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
 - CXC or GCE O'Level English Language
 - Training in the use of a variety of computer software applications (e.g. Microsoft Office Suite)
 - At least five (5) years general office experience.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 4th September, 2026, to:**

**Senior Director
Human Resource Development & Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10.**

Email: jobs@opm.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)**

