



## Office of the Services Commissions

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### **CIRCULAR No. 165** **OSC Ref. C. 4858<sup>55</sup>**

**28<sup>th</sup> 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 **Secretary 2 (OPS/SS 2)** in the **Technical Services Directorate (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary range \$1,439,455 per annum.

#### **Job Purpose**

Under the supervision of the Technical Coordinator (GMG/SEG 2), the Secretary (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Directorate.

#### **Key Responsibilities**

##### ***Technical/Professional***

- Types letters, memoranda, reports, and other documents from handwritten notes, drafts, or dictation;
- Composes/prepares and responds to general/ routine queries and correspondence;
- Prepares/types and collates Reports, Briefs, Submissions, and other documents for submission;
- Handles confidential documents;
- Records, sorts, and dispatches incoming/outgoing correspondence;
- Conducts pertinent research and collates information/reports for submission;
- Receives, screens, and directs all telephone calls to relevant officers;
- Disseminates information to internal/external customers;
- Receives, screens, and answers general enquiries, and directs visitors to the appropriate officers;
- Monitors and requests files for relevant officers;
- Downloads e-mails and forwards to relevant officers;
- Ensures that documents and correspondence are photocopied;
- Maintains an efficient filing system.
- Manages and dispatches the stationery inventory;
- Arrange meetings;
- Maintains appointment schedules/diaries for Chief Technical Director and the Coordinator.
- Perform any other related duties, which may be assigned from time to time.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Good Interpersonal skills
- Good Oral and Written Communication skills
- Excellent Customer and Quality Focus skills
- Good Problem-Solving and Decision-Making skills
- Good Teamwork and Cooperation skills
- Good Planning and Organizing skills
- Strong Integrity
- Methodical
- Compliance

##### ***Technical:***

- Excellent Research skills
- Good Secretarial skills
- Good Working Knowledge of Records Management
- Proficiency in the use of relevant Software Applications

- Proficiency in Typewriting at a speed of 50-55 w.p.m.
- Proficiency in Speedwriting/Shorthand at 100 or more words per minute
- Knowledge of the Operations of Government / Knowledge of the Ministry's Policies and Procedures

#### **Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute (wpm); successful completion of the Secretarial Qualifying Examinations or Certificate in Administrative Management Level 1 or 2 at the Management Institute for National Development (MIND); OR Certificate in Intermediate word processing skills; and two (2) years' general office experience.

**OR**

- Graduate from an accredited Secretarial School with proficiency in typewriting at a speed of 40-45 words per minute and shorthand at a speed of 80-100 words per minute, training in word processing applications and English Language at CXC or GCE 'O' Level.

#### **Special Conditions Associated with the Job**

- May be required to work beyond normal working hours.

Applications, accompanied by Résumés, should be submitted **no later than Thursday, 10<sup>th</sup> September, 2026, to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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)