



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 180

OSC Ref. C. 4858⁵⁵

17th September, 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 **Veterinary Services Division (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary: \$1,439,455 per annum.

Job Purpose

Under the direct supervision of the Administrative Services Officer (GMG/SEG 1), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Administration Unit.

Key Responsibilities

Management/Administrative

- Types letters, memoranda and other correspondence, as directed;
- Retrieves and forwards Job Descriptions, as requested to the relevant officers;
- Transcribed and reproduces Minutes of meetings;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains an efficient filing system;
- Gathers information and compiles reports;
- Undertakes research and distributes information to the relevant officers;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Creates and maintains database for the efficient functioning of the Unit;
- Prepares and submits status reports, as required;
- 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
- Strong customer and quality focus skills
- Good interpersonal skills
- Integrity
- Compliance
- Good time management skills
- Good planning and organizing skills
- Good problem solving and decision making skills
- Excellent teamwork and cooperation skills
- Confidentiality

Technical

- Proficiency in the Relevant Computer Applications
- Proficiency in Typewriting at a speed of 40-55 w.p.m.
- Proficiency in Shorthand at a speed of 80-100 w.p.m.
- Knowledge of the Operations of Government/Knowledge of the Ministry's Policies and Procedures
- Excellent Records Management skills
- Good Report Writing skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent;
- Proficient in Typewriting at a speed of 40-45 words per minute;
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND).

OR

- CXC or GCE 'O' Level English Language;
- Proficient in Typewriting at a speed of 40-45 words per minute;
- Training in word processing and spreadsheet applications;
- Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 w.p.m. would be an asset.

Applications, accompanied by Résumés, should be submitted **no later than Wednesday, 30th 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

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)**