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CIRCULAR No. 218
OSC Ref. C.4858²⁰

3rd August, 2016

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 **Secretary 2 (OPS/SS 2) (Not Vacant)**, in the **Ministry of Industry, Commerce, Agriculture and Fisheries**, salary range \$642,294 - \$763,485 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director, the Secretary 2 is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Types letters, memoranda, bill of quantities, contracts and reports from draft notes;
- Transcribes 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;
- Monitors the Office Attendant;
- Provides training to work experience students;
- 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.

Required Skills/Competencies

Core:

- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

Technical:

- Excellent secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Proficiency in shorthand at a speed of 80-100 w.p.m.
- Proficiency in typewriting at a speed of 45-50 w.p.m.
- 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 or equivalent with proficiency 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 with proficiency in typewriting at a speed of 40-45 words per minute and 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 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 17th August, 2016 to:**

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

Please note that we thank all for their interests, but only short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**