



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 145 **OSC Ref. C. 5850¹⁷**

10th April, 2025

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 **Senior Secretary (OPS/SS 3) – (Not Vacant)** in the **Housing Policy, Research and Monitoring Branch, Ministry of Economic Growth and Job Creation**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

The incumbent is responsible for providing general secretarial support services to the Housing Policy, Research and Monitoring Branch, to facilitate a smooth functioning of the Unit.

Key Responsibilities

Technical/Professional:

- Receives and processes incoming mails;
- Drafts/types routine letters, memoranda and other documents, based on instructions;
- Actions routine correspondence in accordance with guidelines given;
- Prepares Minutes of meetings, as required, and types Agenda;
- Develops and maintains filing systems for the Senior Director, as advised;
- Contacts officials in other Ministries and Departments to obtain information required by the Senior Director;
- Gives general support, and managing the routine functions of the Senior Director's office to facilitate the availability and easy flow of information;
- Directs telephone calls to appropriate officers;
- Maintains appointment diary and schedule;
- Responds to telephone calls for the Senior Director and records messages, as required
- Prepares all documents leaving the Senior Director's Office for dispatch;
- Maintains an appointment diary and a message log;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skill
- Team and results oriented
- Ability to work under pressure and meet tight deadlines

Technical:

- Knowledge of general office practices and procedures
- Knowledge of relevant computer applications

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Friday, 25th April, 2025 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megic.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**