



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 209 **OSC Ref. C. 5850¹⁷**

17th June, 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 fill the following vacant posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Senior Director, Environment and Risk Management (GMG/SEG 5)**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Director, Environment Policy Development & Monitoring (GMG/SEG 4)**, salary range \$6,333,301 - \$8,517,586 per annum.
3. **Corporate Communications Manager (MCG/IE 5)**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Communications & Media Specialist (MCG/IE 4)**, salary range \$4,266,270 - \$5,737,658 per annum.
5. **Senior Secretary (OPS/SS 3)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Senior Director, Environment and Risk Management (GMG/SEG 5)

Job Purpose

To provide policy guidance to facilitate the effective operations of the Ministry, the National Environment and Planning Agency, the Forestry Department and the other entities which have responsibility for management of the environment; guide and oversee implementation of various international and regional environmental treaties and public education and awareness initiatives; and carry out those functions and programmes relating to ministerial responsibility under the various environment-related legislation.

Key Responsibilities

Management/Administrative:

- Provides strategic direction for the work of the Branch;
- Develops Strategic and Operational Work Plans and budget for the Branch;
- Represents the Ministry on relevant national committees, meetings, conferences and seminars;
- Prepares Cabinet Submissions and Ministry Papers to advise Cabinet and Parliament, as appropriate, on pertinent environmental issues;
- Identifies and recommends positions of the Ministry on emerging environmental policy issues;
- Liaises with Ministries, members of the private sector and academia, non-governmental organizations, on environmental and sustainable development issues.

Technical/Professional:

- Initiates legislative and regulatory proposals and prepares drafting instructions, accordingly;
- Develops policy instruments;
- Provides policy and technical advice to the Minister, Permanent Secretary and the Chief Technical Director, on pertinent environmental and sustainable development issues;
- Participates and represents the Government's position in regional and international policy fora;
- Monitors and reviews the performance of the relevant executive agencies and statutory bodies;
- Develops strategies and approaches for the management of the environment;
- Initiates, formulates and reviews policy instruments for the protection of the environment;

- Collaborates with the relevant public sector agencies in monitoring and fulfilling the country's obligations under the applicable regional and international environmental agreements and initiatives;
- Reviews and drafts speeches, Cabinet Submissions and Ministry Papers;
- Provides policy and technical support to NEPA, Forestry Department and the Climate Change Branch of the Ministry, in the fulfillment of their respective mandates;
- Facilitates the use of the multi-disciplinary team approach in undertaking all tasks, and facilitates and encourages stakeholder participation in the formulation of policy;
- Liaises with government ministries and agencies to achieve co-ordination and integration of government policy, and to identify and take advantage of synergies;
- Liaises with intergovernmental organizations, including the United Nations Environment Programme, the United Nations Development Programme, the World Health Organization/Pan American Health Organization, and United Nations Education, Science and Cultural Organization (UNESCO) on key national and regional environmental issues;
- Collaborates with the relevant public sector entities, including the Cabinet Office, the Planning Institute of Jamaica, non-governmental organizations and academia, on the development of policies which support sustainable development;
- Collaborates with the National Environment and Planning Agency and other organizations in the development and implementation of public and sector-specific education and awareness programmes on environmental issues;
- Ensures, as far as possible, that regional and international treaty obligations are included in the development of policies and legislation;
- Prepares and makes presentations on sustainable development and highlight critical issues for attention;
- Monitors the implementation of strategies in relation to obligations under policies and international agreements from NEPA and Forestry Department;
- Participates in the development, implementation and assessment of technical assistance projects;
- Monitors the impact of legislation, regulations and policies;
- Develops material on environment-related issues for the Ministry's website;
- Responds to Access to Information Requests related to the Branch's portfolio areas;
- Conducts public consultations on environment and sustainable development issues;
- Reviews policy documents and comments on reports, proposals and other matters referred to the Ministry;
- Follows up issues such as international environmental governance and the outcomes of major regional and international sustainable development conferences as Global Environment Facility (GEF) focal point, reviews project proposals, identifies opportunities for funding and provides information on the GEF;
- Follows up on complaints and consults with regulatory agencies on trends.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave, in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and organization's goals;
- Contributes to the development and implementation of a succession planning framework, in collaboration with the HRM&D Branch, through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of the Branch for the Orientation programme;
- Performs other related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Good presentation skills
- Good oral and written communications skills
- Team and results oriented
- Good interpersonal and leadership skills
- Good management skills
- Integrity and professionalism

Functional/Technical:

- Experience with policy development, analysis and review
- Knowledge of the legislation development process
- Knowledge of and experience with environment and sustainable development issues
- General computer proficiency
- Good judgment, decision-making and problem-solving skills
- Excellent Negotiating skills
- Knowledge and awareness of current developments and emerging issues with respect to environmental and sustainable development at the national, regional and international levels
- Knowledge of environmental laws and treaties
- Working knowledge of the operations of Government and the public service and non-governmental organizations

Minimum Required Qualification and Experience

- Post Graduate Degree in Pure and Applied Sciences, Environmental Management or Science
- Seven (7) years' experience in a related capacity
- Four (4) years' experience in a management position

Special Condition Associated with the Job

- Will be required to travel overseas occasionally to represent the Government of Jamaica at regional and international conferences and seminars
- Work beyond usual working hours to meet close deadlines
- No adverse working conditions

2. Director, Environment Policy Development & Monitoring (GMG/SEG 4)**Job Purpose**

The incumbent is required to provide support to the Senior Director, and lead the development, amendment and implementation of Environmental Policies, strategies, action plans and legislation. The incumbent is also required to recommend new policy initiatives and legislative provisions and assess congruence with international agreements. In addition, this job involves providing oversight for the development of monitoring strategies related to environmental management and review the initiatives with environment agencies, in order to assess the impact of existing policies and legislation and feasibility of proposed strategies meeting the intended objectives. The incumbent provides advice and technical support for the development of Cabinet Submissions, Cabinet Notes, ministry papers, as well as provide general and technical information to the Minister, Permanent Secretary and Chief Technical Director.

Key Responsibilities***Management/Administrative:***

- Participates in meetings, seminars, international and local fora, conferences and workshops as required;
- Presents environment information at public interest, government international;
- Contributes to the development of the Strategic/ Operational Plans and Budgets for the Branch;
- Develops individual work plans based on alignment with the Branch's Operational Plan;
- Prepares and delivers presentations regarding the monitoring and evaluation findings, to required internal and external stakeholders.

Technical/ Professional:

- Participates in the development, review and assessment of policies and strategies dealing with pollution issues, climate change and other relevant subject areas;
- Participates in the development of proposals leading to new or amended legislation relating to pollution control and other relevant subject area;
- Liaises with Ministries and agencies on policy matters, and provides support for agencies involved in the implementation of environmental protection policies and programmes particularly in relation to pollution control;
- Works with the Senior Director to monitor the impact of legislation and regulations on stakeholders, assess the significance of those impacts and recommends alternatives that will eliminate or reduce negative impacts, and interface with other relevant Ministries and

- agencies to achieve those results;
- Contributes to the development of policies, principles and procedures pertaining to national sustainable development and the development of initiatives to achieve sustainable development;
 - Initiates and participates in the formulation of Procedures and Policy dealing with the Clean Development Mechanism under the Kyoto Protocol;
 - Provides support for the Designated National Authority under the Clean Development Mechanism and the Clean Development Mechanism Office;
 - Develops, maintains and reviews Portfolio of Projects under the Clean Development Mechanism;
 - Participates in international/regional negotiations and communicates Jamaica's position;
 - Monitors the performance of agencies/departments under the environment portfolio of the Ministry;
 - Reviews/develops monitoring frameworks and plans;
 - Oversees the pilot testing and implementation of the monitoring and evaluation systems and instruments in environment agencies, (e.g. Forestry Department, NEPA, the climate Change Branch and the Meteorological Service);
 - Prepares reports, related to Jamaica's implementation of international sustainable development initiatives/goals;
 - Performs reviews studies and evaluations of ongoing policy and implementation processes of national multi-sectoral responses to environmental considerations;
 - Conducts thorough research on best practices to inform environmental strategies, policies, and legislation;
 - Prepares Annual reports regarding environmental management activities, implementation of strategies and effects of these strategies on improving national development;
 - Establishes a monitoring system, in conjunction with other Branches, including the development of methodologies, tools and indicators for monitoring and assessing the quality of outputs and activities of specific policy processes, including the management co-ordination, effectiveness and resource mobilization;
 - Develops/Reviews pilot testing and implementation of the monitoring and evaluation system and instruments in environment agencies;
 - Prepares findings and recommendations based on usage of monitoring and evaluation techniques such as benchmarking, impact assessments, ex ante distributional analysis cost benefit analysis, causality framework, process evaluations, impact evaluations and executive evaluations;
 - Monitors the country's environmental/climate change ratings, based on internationally recognized tools and institutes strategies and measures, where necessary, to ensure specified targets and goals are achieved;
 - Monitors/Reviews the implementation of relevant Vision 2030 National Outcomes and related goals as well as the Medium-Term Framework and institute strategies, where necessary, to ensure established targets are achieved;
 - Contributes to the development of a Public Education programme for the promoting of environment management and climate change strategies and activities;
 - Monitors the implementation of environmental management strategies/programmes/plan by the Forestry Department, NEPA, Climate Change Branch, Meteorological Services and the Environmental Foundation of Jamaica and other environment trust funds;
 - Prepares Cabinet Submission and Notes, Ministry Papers, technical briefs and other related documents;
 - Provides technical advice to the Minister, Chief Technical Director, Permanent Secretary, Director General and Senior Director, as required;
 - Undertakes periodic review of the implementation and operation of the monitoring and evaluation system; including the preparation of best practices and lessons learned;
 - Co-ordinates the development and use of a management system to provide and share findings of research and assessments to the relevant Branches;
 - Works with the Senior Director, in recommending positions of the Ministry on emerging public or contentious environmental issues/and or subjects specific to post.

Human Resource:

- Promotes a work environment that encourages continuous learning and new will development;
- Maintains effective working relations with external and internal stakeholders to ensure a consistently high level of service from the Branch;
- Performs other related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Excellent negotiating skills
- Excellent decision-making and problem-solving skills
- Ability to work as part of a team, with importance on cross-functional team working and sharing information
- Excellent leadership skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Excellent written and oral communication skills
- Ability to cope under pressured working condition and meet deadlines

Technical:

- Excellent knowledge of Government's policy formulation, parliamentary procedures, legislative process, GOJ's Policies and Procurement Guidelines
- Excellent knowledge of programme monitoring and evaluation processes
- Excellent knowledge of environment policies, strategies and International Agreements
- Ability to analyze and interpret changes in the economic, political and social environment
- Excellent research and consultative skills
- Excellent project management, implementation and evaluation skills
- Excellent Risk Assessment skills
- Sound knowledge of international trends and changing environment
- Technical report writing skills
- Knowledge of Ministry or Government of Jamaica operational procedures
- Knowledge in preparation of Cabinet Submissions, Briefs, and Reports

Minimum Required Qualification and Experience

- Master's Degree in Natural Sciences or related discipline
- Post graduate training in monitoring and evaluation techniques
- Three (3) years related experience

OR

- Bachelors' Degree in Natural Sciences or related discipline
- Post graduate training in monitoring and evaluation techniques
- Training in research techniques and methodologies
- At least six (6) years related experience

Special Condition Associated with the Job

- Typical office working environment, officer will be required to travel overseas occasionally to represent the Government of Jamaica at regional and international conferences and seminars
- Work beyond usual working hours to meet close deadlines.
- No adverse working conditions

3. Corporate Communications Manager (MCG/IE 5)

Job Purpose

Under the general direction of the Director, Corporate Communications and Public Relations, the incumbent is responsible for planning, co-ordinating, implementing and facilitating communication strategies, corporate activities, initiatives and projects, to raise public awareness and provide information on the role, functions and programmes of the Ministry.

Key Responsibilities

Management/Administrative:

- Represents the Branch at events, community projects, committees and conferences, as necessary;
- Assists with the management of the Branch's budget;
- Develops Corporate Communications policies, plans and guidelines;
- Maximizes the impact of communication programmes through effective communication content;
- Generates relevant routine and ad-hoc reports;
- Contributes to the development of the Branch's strategic, corporate and operational plans and budget;

- Develops and reviews presentations and other materials, as needed;
- Offers technical advice and support to Senior Management, employees, and other relevant stakeholders;
- Prepares and submits Monthly/Quarterly/Annual reports;
- Develops and submits Individual Work Plans;
- Conducts staff performance appraisal.

Technical/Professional:

- Develops and implements communication strategies aligned with the Ministry's goals and objectives;
- Oversees the development and dissemination of internal communication materials, including forums, articles, newsletters, etc.;
- Collaborates with the Public Relations Manager in designing and overseeing the production of visual and digital assets;
- Works collaboratively with the Communications and Media Specialist to develop social media content;
- Manages and implements the Ministry's Social Intervention Plan, strategies and policies;
- Organizes stakeholder engagement events, including workshops, seminars and community meetings, to foster dialogue and understanding;
- Ensures consistency and integrity in the Ministry's messaging and branding across all communication channels;
- Develops and implements a crisis communication and risk communication plan, protocols, and strategies to address and mitigate reputational risks effectively;
- Serves as a spokesperson for the Ministry during internal crisis situations;
- Leads the development, co-ordination, scheduling and promotion of policies, projects and programmes, aimed at raising awareness about the Ministry's role, functions and programmes internally;
- Conducts research to identify communication, education and outreach needs, to inform the development of targeted strategies and materials;
- Evaluates the effectiveness of corporate communication programmes through data collection and analysis, and utilizes the findings to develop strategies, programmes, and materials that address public needs effectively;
- Monitors print, electronic and news media, to stay abreast of topical issues relevant to the Ministry and develops strategies to address emerging issues and opportunities effectively;
- Liaises with the Ministry's Departments and Agencies and provides guidance in developing outreach and communication programmes, plan, and strategies, ensuring alignment with organizational goals and objectives;
- Fosters positive community relations through the planning and execution of events, ie. Open Days and involvement in community initiatives, that promote the Ministry's objectives and enhance public perception;
- Analyses communication trends and generates reports with findings;
- Monitors and evaluates the effectiveness of implemented strategies and, where applicable, implements recommended solutions;
- Provides technical advice and support to the Ministry's Departments and Agencies;
- Collaborates with Divisional Heads to gain input on communication and outreach strategies and initiatives;
- Drafts messages for internal communication, such as booklets, corporate and strategic plans, etc.
- Drafts speeches for the Permanent Secretary and Minister, as requested;
- Prepares and submits proposals for communication initiatives, leveraging external resources to support strategic communication objectives and initiatives;
- Performs any other relevant duties assigned from time to time.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and recommends and/or initiates corrective action, where necessary;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave, in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates the development of staff in the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Ministry's goals;
- Contributes to the development and implementation of a succession planning framework in collaboration with the HRM&D Branch, through the development of procedural manuals and other duties prescribed within the framework.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good Presentation skills
- Ability to demonstrate good judgement
- Creative thinking
- Critical thinking skills
- Research and analytical skills
- Project Management
- Interpersonal skills
- Resource Management
- Customer and quality focus

Technical:

- Ability to draft speeches.
- Knowledge of analytical media monitoring and analysis tools.
- Ability to comprehend and articulate on diverse portfolio matters within the Ministry.
- Knowledge of local political, social and economic environment.
- Comprehensive knowledge of survey methodologies.
- Experience in crisis communication management and media relations.
- Proficiency in Microsoft Office and Adobe Suite and familiarity with communication tools and platforms.
- Knowledge of current trends and best practices in corporate communications and public relations.
- Ability to utilize AI platforms to generate content.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Relations, Communications, Journalism, or any related field.
- Four (4) years experience in a Media and Communications environment, with at least two (2) years managerial experience.

4. Communications & Media Specialist (MCG/IE 4)

Job Purpose

Under the general direction and supervision of the Director, Corporate Communications and Public Relations, the incumbent is responsible for propelling the Ministry's brand image through consistent messaging and strategy. This includes overseeing the development of brand collateral and marketing strategies. The incumbent will also develop innovative approaches to enhance brand presence across various media platforms, locally, nationally and internationally.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Ministry's corporate, strategic and operational plans;
- Contributes to the development of the Branch's budget;
- Assists in the implementation of policies and procedures designed to govern the operations of the Branch;
- Assists in the preparation of plans, proposals, reports, or other relevant documents;
- Provides recommendations and technical advice to personnel on procedures, complaints or activities related to Ministerial affairs;
- Collaborates with officials, administrators, management, or other stakeholders, to deliberate on programmes and services;
- Plans work activities and prepares schedules accordingly;
- Conducts staff appraisals and prepares and submits performance evaluation review to the HRM&D Branch;
- Prepares and submits Individual Work Plans in alignment with HRM&D stipulated format.

Technical/ Professional:

- Manages and maintains the Ministry's social media platforms;
- Develops and implements marketing, digital and media campaigns and strategies, and monitors their effectiveness;
- Defines and refines key performance indicators for each digital communication channel to accurately assess the success of campaigns;

- Oversees the development of marketing and digital communication materials, ensuring consistency with the Ministry's brand across various platforms, such as website content, and other promotional materials;
- Represents the Ministry at various events and press conferences, effectively conveying its messaging and initiatives;
- Writes, edits, and disseminates content across multiple channels including publications, press releases, website content and other marketing materials, to convey the Ministry's activities, products and/or services;
- Prepares engaging displays, delivers presentations, and conducts related publicity efforts, as directed;
- Assists in planning, developing and executing information programmes, designed to keep the public informed of the Ministry's services, achievements and agenda;
- Collaborates with advertising agencies and the Web and Digital Content Officer, to co-ordinate promotional campaigns across selected media channels;
- Keeps abreast of trends and emerging technologies in the media and digital field, recommending their adoption, where applicable, to enhance the Branch's effectiveness and productivity;
- Prepares and submits reports on digital and media programmes;
- Participates in planning and co-ordinating activities to commemorate special occasions and observances relevant to the Ministry;
- Manages digital and social media inquiries, arranges interviews, and serves as a spokesperson for the Ministry, ensuring consistent and accurate messaging;
- Establishes and maintains effective relationships with media houses, journalists and influencers, while maintaining a comprehensive media database;
- Seeks opportunities to enhance the reputation and visibility of the Ministry's brand, assisting in the co-ordination of publicity events, as required;
- Maintains records of media coverage and compiles analytics and metrics to measure the impact of efforts accurately.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and recommends and/or initiates corrective action, where necessary;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave, in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates the development of staff in the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Ministry's goals;
- Contributes to the development and implementation of a succession planning framework, in collaboration with the HRM&D Branch, through the development of procedural manuals and other duties prescribed within the framework.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Fluency of ideas, and originality
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution
- Ability to manage limited resources in order to achieve challenging output targets
- Sound personal and professional integrity
- Customer and quality focus
- Excellent interpersonal skills
- Ability to build partnership in achieving operational goals

Technical:

- Strong knowledge in the use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest Instagram, Google+ and other social media best practices
- Excellent knowledge of digital marketing principles such as search engine and social media optimization and web traffic metrics
- Strong understanding of social media KPIs
- Good understanding of web design and publishing
- Ability to use video and picture editing softwares such as Photoshop and Adobe Premiere Pro.

- Expert knowledge /training in programme languages (such as C, Java, Visual Basic, etc.)

Minimum Required Qualification and Experience

- Bachelor of Science in Communications, Journalism, Marketing or Public Relations from a recognized tertiary institution
- Proven working experience in media communications or as a digital specialist.
- Training/Certification in social media management
- At least three to four (3-4) years' experience in the related field

Special Conditions Associated with the Job

- High pressure working environment due to multiple stakeholder involvement
- Required to work outside normal working hours

5. Senior Secretary (OPS/SS 3)

Job Purpose

To provide secretarial and administrative support to the office of the Permanent Secretary.

Key Responsibilities

Technical/Professional:

- Performs stenographic duties for the production of letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments, and confirms meetings;
- Monitors all inquiries directed to the office and provides where possible, necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Permanent Secretary and issues reminders to ensure fulfilment;
- Assists in the maintenance of effective client relations, by determining the nature of enquiries from visitors and callers;
- Acts as a liaison between the Permanent Secretary and other staff to disseminate information and instructions, as needed;
- Orders and maintains inventory on stationery used in the Division;
- Provides necessary logistic support in organizing meetings, by arranging venues, informing attendees, and other related activities;
- Establishes and maintains a records management system/procedure for the Division;
- Performs follow ups to secure timely response from internal and external entities, in respect to letters and memoranda emanating from the Division;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Performs other related activities, as requested.

Required Knowledge, Skills and Competencies

Core:

- Excellent organisational skills
- Excellent oral and written communication skills
- Team-oriented with excellent interpersonal skills
- Confidentiality

Functional/Technical:

- Performs stenographic duties for the production of letters, memoranda, minutes and other official documents;
- Receives telephone calls and visitors, makes appointments, and confirms meetings;
- Monitors all inquiries directed to the office and provide where possible necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Manager and issues reminders of ensure fulfilment;
- Assists in the maintenance of effective client relations by, determining the nature of enquiries from visitors and callers;
- Acts as a liaison between the Permanent Secretary and other staff to disseminate information and instructions as needed;
- Orders and maintains inventory on stationery used in the Division;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities;

- Establishes and maintains a records management system/procedure for the Division;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Division;
- Prepares draft responses, letters, memoranda, reports, and notes of meetings;
- Performs other related activities, as requested.

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 Monday, 30th June, 2025 to:**

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

Email: human.resources@megjc.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**