



Office of the Services Commissions

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CIRCULAR No. 128 **OSC Ref. C. 6555¹⁸**

3rd 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 fill the following **vacant** posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Secretary (OPS/SS 3) - Legal Services Unit**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Secretary 2 (OPS/SS 2) - Industry Division**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Senior Assistant Attorney General (JLG/LO 5), the Senior Secretary is responsible for providing all administrative/secretarial support to facilitate the efficient operation of the Legal Services Unit.

Key Responsibilities

- Prepares legal and other documents such as: Cabinet Submissions, Memoranda of Understanding, Affidavits, Leases, Agreements, Contracts, Drafting Instructions for Acts and Regulations, Reports on Court proceedings, Monthly Status Reports, Legislation Reports, letters, memoranda etc.;
- Prepares requests for the procurement of office supplies and services for the Legal Director's signature, and conducts follow-ups;
- Develops and implements follow-ups and control mechanisms to support the efficient operations of the Unit;
- Creates and maintains telephone calls and facsimile register;
- Answers telephone calls, screens and redirects calls to relevant officers/Departments or Units; delivers messages and checks telephone bills for anomalies;
- Initiated and monitors responses to queries and other requests from the public
- Downloads/sends emails, sends/receives facsimiles;
- Receives and screens visitors and ensures that they are directed to the relevant officer/Unit;
- Liaises with Divisional Directors/Heads of Department and Agencies to follow up on responses to directives/queries and submission of relevant information;
- Attends meetings and records Minutes and reproduce same for circulation, arranges meeting logistics;
- Responds to routine and other correspondence;
- Opens, checks, processes, distributes and keeps log of incoming mail, and logs all outgoing correspondence;
- Makes photocopies, scans, and collates documents;
- Maintains Director's diaries, schedules appointments, and prepares and maintains itineraries for Officers of the Legal Unit;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Manages and maintains an inventory of stationery for availability to members of the Unit;
- Performs research and assists with the gathering of information to support the preparation of documents, reports and sound decision making;
- Checks travel claims for completeness and subsistence payments for verification/authorization;
- Performs any other related duties assigned from time to time by the Senior Legal Officer/ Legal Director and Legal Officer.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to work on own initiative
- Integrity
- Compliance
- Methodical
- Customer and quality focus
- Teamwork and co-operation
- Good planning and organizing skills
- Good analytical Thinking skills

Functional:

- Proficient in the use of Microsoft Office Applications
- Knowledge of Office Procedures
- Knowledge of clerical filing
- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of web-based research techniques

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.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Director, Industry, the incumbent is responsible for providing efficient administrative and secretarial support to the Industry Division.

Key Responsibilities

Management/Administrative:

- Assists with collations of pertinent documentation from the Minister, Permanent Secretary and various Departments of the Ministry and Agencies regarding information which the Director of Industrial Development may need upon request;
- Assists with the appointments for meetings and other engagements for the Director of Industrial Development;
- Ensures timely arrangements and preparation for meetings and other assignments;
- Briefs the Director of Industrial Development on information, as required, in advance of appointments;
- Receives and responds to telephone and/or other enquires;

- Assists with maintaining log of assigned tasks of Officers in the Industry Division;
- Assists with maintaining records of Individual Performance Dashboard (IPD)/Work Plans or other pertinent matters related to each Officer on their personal file;
- Takes Minutes as required; drafts, circulates and monitors deliverables per action notes from meetings to ensure timely receipt and provides update to the Director of Industrial Development on relevant information;
- Assists in the preparation of presentations, as required;
- Provides inputs for the Division's monthly report, as necessary;
- Assists with the compilation of information and preparation of internal reports, as well as reports for Public and Private Sector Agencies;
- Prepares letters, memos and other correspondences, as required;
- Carries out research, as required, for the Director of Industrial Development;
- Assists with the storage, cataloguing and maintenance of computerized and other filing systems and documents for the Division;
- Assists with the maintenance of the attendance register for the Industry Division; assists with the preparation and submission of attendance reports and requisite leave forms, as required.

Human Resources:

- Ensures that staff is aware of and adheres to the policies and regulations of the Division and the Ministry;
- Performs any other related duties that may be assigned by the Director of Industrial Development.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Integrity
- Good presentation skills
- Good leadership skills
- Teamwork and co-operation
- Goal/Results oriented
- Customer service skills
- Interpersonal and Networking skills
- Good problem-solving and analytical skills
- Ability to use own initiative
- Multi-tasking skills

Functional:

- Knowledge of Research Methodology
- Report writing skills
- Good use of technology

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, 16th April, 2025 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**