



## Office of the Services Commissions

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### **CIRCULAR No. 510** **OSC Ref. C. 6222<sup>10</sup>**

23<sup>rd</sup> November, 2022

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 **Post and Telecommunications Department**:

**Executive Secretary (OPS/SS 4)**, salary range \$1,160,837 - \$1,397,871 per annum and any allowance(s) attached to the post.

#### **Job Purpose z**

Under the direct supervision of the Postmaster General (PMG), the Executive Secretary is required to proactively, diligently and independently manages, organizes, monitors and executes a wide variety of secretarial and administrative duties to enhance and simplify the work processes and operations of the Office while exhibiting a high level of confidentiality.

#### **Key Responsibilities**

##### ***Administrative:***

- Prepares Individual Work Plan;
- Assists with monitoring matters that have been passed to direct reports and other Senior Managers for action, ensuring that they are pursued to finality, and appraises the PMG of the results;
- Disseminates circulars/information to staff on behalf of the PMG;
- Receives and screens incoming telephone calls to the PMG, providing friendly and professional greeting, directing calls, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses and responds where appropriate;
- Performs clerical duties such as sending faxes, making photocopies and mailing;
- Maintains the PMG's Diary electronically by recording appointments, meetings, and visits etc. on a day-to-day basis and confirms, cancels and reschedules appointments;
- Accepts and opens all internal and external correspondence addressed to the PMG;
- Manages correspondence by maintaining database and manual record for logging and dispatching of documents.

##### ***Technical:***

- Organizes and attends meetings, makes notes and produces Minutes for dissemination and follow-up action;
- Provides accurate word-processing support by composing a variety of documents; this includes highly confidential correspondence, reports, memoranda, contracts and proposals;
- Makes travel and accommodation arrangements for the PMG when necessary;
- Develops and maintains a Records Management and Information System for the Office;
- Researches and collates information to brief the PMG in preparation for meetings and other events;
- Manages the acquisition and use of stationery for the PMG's Office;
- Prepares status and other reports;
- Performs any other related duties that may be assigned from time to time by Supervisor.

#### **Required Knowledge, Skills and Competencies**

- The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act and Financial Instructions, Post Office Act and the Public Bodies and Management Accountability Act
- The Postal Industry and its operations
- Administrative of office management practices and principles
- Government of Jamaica Records and Information Management practices and principles
- Web-based research techniques

- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals

### **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 five (5) years' general office experience;

**OR**

• Graduation 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 five (5) years' general office experience;

**OR**

• Successful completion of the Certified Professional Secretary course; proficiency 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 five (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 Tuesday, 6<sup>th</sup> December, 2022 to:**

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston**

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.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**



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

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