

OFFICE OF THE PRIME MINISTER

Job Opportunity

The Office of the Prime Minister is inviting applications from suitably qualified persons to fill the position of **Senior Secretary (OPS/SS 3)** in the Regional Office, Montego Bay. Salary range \$969,060 - \$1,151,908 per annum.

Job Summary

The Senior Secretary provides administrative and secretarial services to support the Programme/Project Manager for the effective and efficient operation of the Regional Office.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Composes letters/memoranda from general instructions;
- Responds to routine and other correspondence as directed;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail);
- Assembles and disseminates information to internal and external personnel as requested;
- Issues supplies to attendants and updates Inventory Log;
- Updates Stakeholders Register as required;
- Prepares agendas for meetings and organises relevant information and documents;
- Takes minutes at meetings, reproduces and distributes minutes in accordance with established guidelines;
- Schedules appointments, meetings and conferences and briefs the Programme/Project Manager on the matter before confirming meeting;
- Receives/hosts visitors to the Programme/Project Manager;
- Receives and makes telephone calls for the Programme/Project Manager;
- Interviews visitors and callers to determine nature of their enquiry;
- Maintains an effective filing system that allows security, and speedy retrieval of documents/information in accordance with established standards;
- Maintains adequate supply of stationery and other office supplies for the Regional Office;
- Assists in preparation and collection of standard reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Regional Office.

Required Knowledge/Skills/Competencies

- Integrity and Ethics
- Judgment
- Official Conduct
- Excellent time management, planning and organizing skills
- Well-developed communication and interpersonal skills
- Ability to work on own initiative and under pressure
- Typewriting/word processing speed of a minimum of 50 wpm
- Excellent shorthand/note taking skills of a minimum of 100wpm
- Excellent knowledge of office practice and procedures
- Proficiency in the use of computers as well as computer applications especially Microsoft Office Suite (word, excel)

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language; successful completion of the prescribed Course of study at the Management Institute for National Development (MIND), 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

- 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 spreadsheets; 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 (MIND).

Applications accompanied by résumé should be submitted **no later than Tuesday, November 9, 2021,** to:

Senior Director
Human Resource Development & Management (HRDM) Division
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

Further details of the post may be obtained from the HRDM Division.

We thank all for responding. However, only short-listed applicants will be contacted.