



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:-

EXECUTIVE SECRETARY (OPS/SS 4) EXECUTIVE MANAGEMENT UNIT

SALARY SCALE: \$1,116,190.00 – \$1,326,799.00 PER ANNUM

JOB PURPOSE:

The incumbent is responsible for providing secretarial and administrative services to the Minister without Portfolio in the Ministry of National Security.

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

KEY RESPONSIBILITIES:

- Draft, edit speeches/ talking points and messages for the Minister without Portfolio
- Monitors the public relations activities of the Minister without Portfolio
- Maintains the Minister without Portfolio diary
- Screens telephone calls and visitors to the Minister without Portfolio office
- Develops and maintains filing system that facilitates easy access and security of files
- Letters, memoranda, reports and other related documents drafted within the agreed timeframe and to the requisite standard
- Maintains electronic filing system of documents received and created electronically
- Takes and transcribes Minutes of meeting and distributes to relevant persons upon request
- Arranges meetings
- All changes to appointments are made and communicated to the relevant personnel upon notification
- Travel arrangements made in a timely manner
- Files/correspondence retrieved upon request or sent to the relevant personnel
- Telephone calls screened and relevant calls transferred for attention
- Correspondence and documents are recorded and routed within specified timeframe
- Respond to routine queries are provided in accordance with agreed standards and within the agreed timeframe
- High level of confidentiality demonstrated in the execution of duties
- Accompany the Minister without Portfolio at various events and meetings

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Secretarial Studies from a recognized institution
- Three (3) years experience in a senior secretarial position
- Four (4) CXC or GCE passes including Mathematics and English Language
- Experience in filing documents
- Diploma in Administrative Management/Certificate in Administrative Management Level(2)-MIND
- 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 Microsoft Office and other relevant computer applications.

COMPETENCIES AND SKILLS REQUIRED

- Ability to work under pressure
- Ability to work in a fast pace environment
- Excellent Written and Oral Communication Skills
- Strong Emotional Intelligence
- Analytical Thinking
- Integrity
- Problem Solving and Decision Making
- Planning and Organizing

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extended hours may be required to meet project deadlines
- Ability to travel overseas and locally on work related business

Interested persons should forward their applications and resume **NO LATER THAN Wednesday, November 10, 2021** to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Executive Secretary (OPS/SS 4)

Please note that we thank all for responding but only shortlisted applicants will be contacted.