



## Ministry of National Security

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### **CAREER OPPORTUNITY**

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

#### **SENIOR SECRETARY (OPS/SS 3) – VACANT PLANNING & FINANCE UNIT**

**SALARY SCALE: \$1,007,823.00 - \$1,197,984.00**

#### **JOB PURPOSE:**

The incumbent is responsible for providing a wide range of administrative and secretarial support to the Director of Accounts Payable & Payroll, resulting in operational efficiencies and effectiveness to meet the demands of stakeholders.

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

#### **KEY RESPONSIBILITIES:**

- Drafts letters and memoranda for the Director of Accounts Payable & Payroll signature;
- Attend meetings as required, produces minutes for dissemination and follow-up action;
- Establishes and maintains a system for the control of confidential files that allows for security and expeditious retrieval of documents/information in accordance with established standards;
- Organizes meetings for the Director of Accounts Payable & Payroll and staff as necessitated;
- Follows-up with Agencies/Departments to ensure the submission documents to aid the work of the unit;
- Maintains monthly attendance reports for the Planning & Finance unit;
- Receives and disseminates information on behalf of the unit;
- Manually logs receipt and dispatch of correspondence;
- Addresses matters relating to the general maintenance of the office;
- Keeps abreast of the progress of activities within the unit,
- Providing background information, as well as preparing briefs for the participation in meetings;
- Makes travel and accommodation arrangements for the Director of Accounts Payable & Payroll and staff when necessary;
- Prepares and disseminates internal advisories from the unit to internal stakeholders;
- Follows-up with entities/divisions regarding submission of management responses to communicate;
- Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the organization's operations, working knowledge of the policies, procedures practices, and protocols to respond appropriately to inquiries and requests.

### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Associate degree in Office Administration, Business Administration, Management Studies or a related discipline;
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND) or Diploma/Certificate from an accredited secretarial school or successful completion of Certified Professional Secretary Course;
- Three (3) years related experience, in a fast-paced office environment with at least two (2) years' experience in a senior secretarial position;
- 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.

### **SPECIFIC KNOWLEDGE & SKILLS:**

- Excellent knowledge of office administration;
- Ability to produce Minutes;
- Good knowledge of records management principles;
- Strong coordination and time management skills;
- Excellent customer service skills;
- Excellent report writing skills;
- Knowledge of research principles and techniques.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, June 24, 2022** to the:

Director, Human Resource Management and Administration  
Human Resource Management and Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Senior Secretary (OPS/ SS 3)**

***We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted***