



## 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:

#### **EXECUTIVE SECRETARY (OPS/SS 4) – NOT VACANT SECURITY RISK REFORM AND TRANSFORMATION POLICY DIVISION**

**SALARY SCALE: \$1,160,837.00 - \$1,379,871.00**

#### **JOB PURPOSE:**

The incumbent is responsible for providing a wide range of administrative and secretarial support to the Office of the Chief Technical Director, 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 and modifies responses to routine letters/documents/reports for review;
- Collates information and drafts Quarterly/Annual Performance Reports;
- Coordinates meetings and other events on behalf of the Chief Technical Director;
- Prepares and circulates Minutes and actionable items of meetings;
- Manages and organizes the Chief Technical Director's diary and schedules;
- Informs Chief Technical Director of travel itinerary, meetings, requests for appointments and other engagements;
- Coordinates logistics for meetings including booking of the meeting room, preparation of documents, and arranging for refreshments;
- Engages in pre and post-meeting/engagement activities and briefs the Chief Technical Director accordingly;
- Follows up on instructions/ directives and /or requests of the Chief Technical Director;
- Checks email and forwards correspondence requiring the Chief Technical Director's attention;
- Collates information and prepares reports on behalf of the Division;
- Participates in the preparation of the Operational Plan/Budget of the Chief Technical Director's Division;
- Manages office equipment and arranges for the prompt repair or replacement of faulty equipment;
- Orders and secures stationery and other supplies for the office of the Chief Technical Director's office;
- Replies to routine queries in respect of the Chief Technical Director and refers unrelated queries to the appropriate personnel;
- Makes, receives and routes telephone calls on behalf Chief Technical Director or takes messages in his/her absence;
- Greets, screens and directs visitors to the Chief Technical Director;
- Maintains a listing of contact details for stakeholders;
- Processes incoming and outgoing correspondence/files and refers to the attention of the Chief Technical Director for action;
- Maintains a database for tracking the movement of documents;
- Maintains an electronic and manual filing system;
- Encloses correspondence and updates Minute Sheets on respective files;
- Requests, retrieves and returns files to the main registry;
- Faxes, photocopies, binds, dispatches and scans documents as necessary;
- Prepares and maintains a spreadsheet of key deliverables of the Division;
- Maintains a follow-up system to monitor the progress of projects, targets and other special assignments;
- Liaises with the relevant personnel to ensure timely submission of deliverables.

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

- Diploma in Administrative Management/Certificate in Administrative Management Level (2)- MIND or Diploma in Secretarial Studies from a recognized institution;
- Five (5) years' experience in general office administration with at least two (2) years' experience in a senior secretarial position;
- Proficiency in typing at a speed of 50-55 words per minute.

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

- Ability to produce Minutes;
- Strong organizational and management skills;
- Excellent customer service skills;
- Excellent report writing skills;
- Excellent knowledge of office administration;
- Good knowledge of records management principles;
- Knowledge of relevant Laws and Government Guidelines;
- Knowledge of research principles and techniques.

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

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Typical working conditions.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, August 5, 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: Executive Secretary (OPS/ SS 4)**

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