



Ministry of National Security

CAREER OPPORTUNITY

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

SECRETARY (OPS/SS 2) – VACANT HUMAN RESOURCE MANAGEMENT UNIT

SALARY SCALE: \$781,231.00 - \$928-638.00

JOB PURPOSE:

The incumbent is responsible for providing a wide range of administrative and secretarial support to the Director, Human Resource Management 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;
- Coordinates meetings and other events on behalf of the Director;
- Prepares and circulates Minutes and actionable items of meetings;
- Manages and organizes the Director's diary and schedules;
- Informs Director of meetings, requests for appointments and other engagements;
- Coordinates logistics for meetings including booking of meeting room, preparation of documents and arranging for refreshments;
- Engages in pre and post meeting/engagement activities and briefs the Director accordingly;
- Undertakes research to support the preparation of documents;
- Checks email and forwards correspondence requiring the Director's attention;
- Manages office equipment and arranges for the prompt repair or replacement of faulty equipment;
- Orders and secures stationery and other supplies for the branch;
- Replies to routine queries in respect of the Director and refers unrelated queries to the appropriate personnel;
- Makes, receives and routes telephone calls on behalf Director or takes messages in his/her absence;
- Greets, screens and directs visitors to the Director;
- Maintains a listing of contact details for stakeholders;
- 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;
- Prepares and maintains spreadsheet of key deliverables of the Division;
- Liaises with the relevant personnel to ensure timely submission of deliverables.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Successful completion of Certificate in Administrative Management Level 2 from the Management Institute for National Development
- CXC/GCE O' Level English Language or equivalent
- Proficiency in typewriting at a speed of 40-45 words per minute
- At least three (3) years' experience in the secretarial field

SPECIFIC KNOWLEDGE & SKILLS:

- Excellent written and oral communication skills
- Strong organizational and management skills;
- Excellent customer service skills;
- Excellent knowledge of office administration;

- Good knowledge of records management principles;
- Ability to maintain confidentiality.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

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

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 30, 2022** to the:

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

Subject: Secretary (OPS/ SS 2)

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