



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) – NOT VACANT SECURITY RISK REFORM AND TRANSFORMATION POLICY DIVISION

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

COMMUTED TAXI ALLOWANCE: \$272,328.00

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, November 4, 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: 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