



Ministry of National Security and Peace

CAREER OPPORTUNITY

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

EXECUTIVE SECRETARY 1 (OPS/SS 4) – Non-vacant Executive Management Unit

SALARY SCALE: \$2,299,817.00 – \$3,092,998.00 PER ANNUM

JOB PURPOSE

Under the direct supervision of the Coordinator, is responsible for supporting the efficient and effective operation of the Honourable Minister's Office by providing efficient and effective secretarial and administrative support services.

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

Professional/Technical responsibilities

- Advises callers with whom to communicate in the Office regarding specific issues;
- Provides information to routine queries arriving at the Office, and directing other queries to the appropriate official;
- Makes, receives and routes telephone calls to the Hon. Minister or takes messages in his/her absence;
- Takes dictation and reproduces confidential and other correspondence;
- Types necessary correspondence for dispatch;
- Drafts letters and memoranda based on general instructions;
- Scans, photocopies and dispatches documents as necessary;
- Records incoming and outgoing correspondence accurately, bring these to the attention of the Director for action.
- Arranges for the printing, photocopying, binding, dispatching etc. of documents produced;
- Designs and maintains an effective general filing system;
- Maintains the database for tracking documents;
- Requests, retrieves and returns of files to the main registry;
- Deals with urgent correspondence, scans and emails in the absence of the Hon. Minister;
- Maintains the diary of the Hon. Minister;
- Arranges meetings, workshops, conferences etc., including the location, agenda, relevant documents;
- Takes action minutes at meetings when directed and circulates them as required;
- Maintains a list of addresses, telephone numbers and email addresses of external customers;
- Generates ad-hoc reports for Hon. Minister on request;
- Manages the Office's physical resources, such as printers, computers, phones etc. and arrange for the prompt repair or replacement of faulty equipment;
- Orders and secures stationery and other supplies for the Office.
- Undertakes any other related duties within the remit of the post.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Five (5) O'Level or CXC passes, including English and Mathematics;
- Certificate in Administrative Management Level 2;
- Minimum four (4) years' experience

SPECIFIC KNOWLEDGE & SKILLS:

- Strong interpersonal, time management and communication (oral and written skills);
- Good telephone and office etiquette;
- Competent in Microsoft Word, Outlook, Excel, PowerPoint and Publisher
- Typing 50 – 60 wpm;
- Ability to use the office machines, e.g. memory writer, binder, photocopier, computer and fax machine;
- Knowledge of Corporate services operations in Government;
- Attention to detail and accuracy;
- Knowledge of the Staff Orders for the Public Service;
- Knowledge of record management;
- Organization and time management skills;
- Ability to maintain confidentiality

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Typical working environment, no adverse working conditions.

Interested persons should forward their applications and resume **NO LATER THAN Monday, September 28, 2026**, to the:

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

Subject: Executive Secretary 1 (OPS/SS 4)

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

The Ministry wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Ministry.