



Ministry of
Education & Youth

CAREER OPPORTUNITY

**SENIOR SECRETARY (OPS/SS 3) - NOT VACANT
INFORMATION DIVISION**

JOB TITLE:

The Senior Secretary provides Administrative and Secretarial support to the Senior Archivist and staff for the efficient operations of the Audio Visual Unit.

REQUIRED EDUCATION AND EXPERIENCE

- Four (4) GCE O' Level or CSEC subject including English Language;
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND);

Or

- Graduation from an accredited school of Secretarial Studies or equivalent training/accreditation;
- Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND);

PLUS

- Three (3) years related work experience.

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Salary Scale: \$1,711,060.00 to \$2,301,186.00 per annum
(OPS/SS 3) Salary Scale, Band 4





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN THURSDAY, MARCH 26, 2026, TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 -4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE :	Senior Secretary
JOB GRADE :	OPS/SS 3
DIVISION:	Information Division
SECTION/UNIT:	
REPORTS TO:	Policy Officer
MANAGES :	N/A

Job Purpose

Reporting to the Policy Officer, the Senior Secretary is responsible for the provision of general administrative and secretarial support and any other service, which may be required for the efficient operations of the Information Division.

Key Responsibilities

Correspondence/Document/Information Processing:

- Responds to routine and other correspondence as directed;
- Reproduces reports and briefs prepared by the Policy Officer;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence and distributes them in accordance with established guidelines;
- Assembles and disseminates information to internal and external personnel as requested.

Meetings/Functions:

- Organizes meetings hosted by the Policy Officer;

- Prepares Agendas for meetings and organize relevant information and documents;
- Records and reproduces Minutes at meetings and circulates same to relevant stakeholders in accordance with established guidelines.

Schedules and Appointments:

- Maintains schedules of routine and special appointments for the Policy Officer and Director 1 advising of matters requiring prompt attention;
- Makes travel arrangements and prepares Itinerary for local and overseas business trips;
- Receives and makes telephone calls for the Policy Officer and other members of staff;
- Receives/hosts visitors to the Policy Officer.

Filing:

- Establishes and maintains a system for the control of confidential files that allows for security and speedy retrieval of documents/information in accordance with established standards;
- Electronic Media Licences database maintained/updated.

Other:

- Maintains adequate supply of stationery and other office supplies for the Unit;
- Undertakes assignments specific to the Division;
- Assists in preparation and collection of standard reports;
- Prepares Attendance Reports;
- Research and compile information for reports;
- Prepares 1st Draft of presentations for the Policy Officer and other staff members as directed;
- Follow-ups on directives given and requests made by the Policy Officer and Director 1;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Division;
- Supervises the work of junior secretarial/clerical staff assigned to the Division;
- Performs other related duties that may from time to time be assigned by the Chief Technical Director, Principal Director, Policy Officer or Director 1.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Excellent interpersonal and customer relations skills
- Excellent oral and written communication skills (excellent command of the English Language)
- Excellent planning and organizing skills with keen attention to details
- Excellent judgement and problem-solving skills
- Excellent time management and organizational skills

- Strong research and analytical skills
- Strong knowledge of applicable Government systems, policies and administrative practices
- Demonstrated ability to work effectively in a team, as well as the ability to exercise high levels of independence and initiative
- Proficient in the use of relevant computer applications, especially, Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of office practices and procedures
- Knowledge of the Ministry's functions, policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with 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 a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- May be required to work beyond regular working hours, on weekends and on public holidays as the need arises