



Ministry of
Education & Youth

CAREER OPPORTUNITY

EXECUTIVE SECRETARY 1 (OPS/SS 4) VACANT ACCESS TO INFORMATION, INFORMATION DIVISION

JOB TITLE :

The executive Secretary 1, provides administrative/secretarial services to the Principal Director and staff of the Project Planning and Management Unit, in support of the effective and efficient operations of the Project Planning and Management Unit.

REQUIRED EDUCATION AND EXPERIENCE

- Successful completion of the prescribed course of study at MIND;
- Four CXC or GCE 'O' Level subjects including English Language;
- Four to five (4-5) years' general office experience.
- Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND)

OR

- Graduation from an accredited school of Secretarial Studies or equivalent training/accreditation.
- Four (4) CXC or GCE O'Level Subjects including English Language
- Training in the use of a variety of computer software applications e.g. word processing, database and spreadsheet
- Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND)
- Four to five (4-5) years' general office experience.





REMUNERATION PACKAGE

Salary Scale: \$2,190.00 to \$2,945,712.00 per annum
(OPS/SS 4) Salary Scale, Band 5,



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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 WEDNESDAY, MARCH 25, 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](#)



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
REGIONAL EDUCATIONAL SERVICES
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Executive Secretary 1
JOB GRADE:	OPS/SS 4
POST NUMBER:	
DEPARTMENT:	Project Planning and Management Unit, Public Sector Transformation and Modernisation Division
REPORTS TO:	Principal Director, Project Planning and Management Unit (PPMU)
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revise

- Prepares agendas for meetings and organizes relevant information and documents;
- Takes and reproduces minutes of meetings and reproduce and distributes in accordance with established guidelines;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Maintains schedule of routine, special appointments and advise the Principal Director of materials requiring prompt attention
- Receives and makes telephone calls for the Principal Director;
- Receive/hosts visitors to the Principal Director;
- Responds to routine and other correspondence as directed;
- Assists in the preparation and collection of standard reports;
- Establishes and maintains an effective filing system for the control and safekeeping of classified and confidential documents and reports and facilitates easy retrieval of documents/information.

Finance

- Maintains a project finance filing system; through filing, retrieval, retention, storage, compilation, coding, updating and destruction of all documents relating to project finance.
- Maintains a database of consultants hired and equipment purchased under projects in consultation with the Programme Financial Officer;
- Enters financial data in the Computer Accounting System in consultation with the Project Finance Officer;
- Assists the Project Finance Officer with the processing and tracking of payment requests.
- Liaise with the Documentation, Information and Access Services Unit (Registr) for the dispatching of payment requests to the Ministry of Finance and the Public Service and the Bank of Jamaica, and the collection of cheques from the Bank of Jamaica.
- Receives and records cheques collected from the Bank of Jamaica and dispatch to the relevant payees.
- Assists with the preparation and uploading of schedules for withholding tax on specified services (WTSS) on the Tax Administration Jamaica (TAJ) Website.

Performance Standards:

- Established guidelines, policies and procedures are adhered to;
- Established targets, objectives and standards are constantly achieved;
- Engagements are accurately logged and reminders provided to facilitate effective preparation and timely arrival;
- Reports/Documents are accurate and presented within agreed/established timeframe; and briefs well researched and coordinated;
- Documents filed in accordance with the steps outlined for classifying, arranging and storing records. Files are easily retrieved, clean and securely stored;
- Preparation for meetings is efficiently executed with minimum disruption;
- Record keeping for all project related financial documents is in accordance with regulations/guidelines of GOJ and Multinational funding agencies;
- Reports, requisite documents and processes meet deadlines and quality standards agreed with the Unit staff.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.

- Graduation from an accredited school of Secretarial Studies or equivalent training/accreditation. Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute. CXC or GCE O'Level English Language. Training in the use of a variety of computer software applications (e.g. Microsoft Office Suite). Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND). Four to five (4-5) years general office experience.

OR

- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND). Certified Professional Secretary course. Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute. CXC or GCE O'Level English Language. Training in the use of a variety of computer software applications (e.g. Microsoft Office Suite). Four to five (4-5) years general office experience.

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- May be required to work outside of normal work hours

Date of Issue/Update	Job Holder	Job Holder's Supervisor
August 2018		