



Ministry of  
Education & Youth

## CAREER OPPORTUNITY



### JOB TITLE:

**SENIOR SECRETARY (OPS/SS 3) - VACANT  
BROWN'S TOWN REGIONAL OFFICE, REGION 3**

Under the general supervision of the Director, Regional Educational Services, the incumbent is responsible to provide secretarial support services to the Regional Director and staff in order to facilitate the efficient operations of the Regional Office

### REQUIRED EDUCATION AND EXPERIENCE

- Four (4) GCE O' Level or CSEC subjects at the General Proficiency Level, including English Language and Mathematics;
- Diploma in Secretarial Studies from a recognized institution;
- Certificate in Administrative Management Level 2;  
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, FEBRUARY 19, 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

### JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Senior Secretary
<b>JOB GRADE:</b>	OPS/SS3
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Educational Services - Regional Office
<b>REPORTS TO:</b>	Regional Director
<b>MANAGES:</b>	N/A

#### Job Purpose

Under the general direction of the Director, Regional Educational Services, the incumbent is to provide secretarial support services to the Director and staff in order to facilitate the efficient operations of the Regional Office

#### Key Outputs

- Minutes of meetings prepared and distributed
- Letters, correspondence, reports and other documents prepared.
- Register of Incoming and Outgoing correspondence maintained.
- Filing system developed and maintained.
- Leave Files maintained

#### Key Responsibility Areas:

- Makes and receives calls on behalf of the Regional Director.
- Receives screens and directs callers to appropriate unit or individual officer as the circumstance warrants.
- Assists with making bulk calls to schools or other stakeholders on behalf of Education Officers as required.
- Examines incoming mail and processes as required

- Types/formats email correspondence to stakeholders
- Creates and maintains all employees' personal files and records on Minute Sheet
- Creates and maintains other files and encloses copies of incoming and outgoing correspondences (e.g. Duty Concession, Tax Exemption, Internal Memo, Staff Bulletin, School Bulletin, Job Applications, etc)
- Logs and dispatches teachers' files to appropriate unit in Head Office for deliberations on extension of service
- Requests from Registry and deliver to Regional Director any principal, teacher or school files as case warrants.
- Schedules meetings and issues reminders
- Circulates agenda and minutes of previous meetings
- Records and reproduces Minutes of monthly regional meetings
- Drafts and formats letters and memoranda to various stakeholders of the Ministry such as :
  - a) *Head Office*
  - b) *Ministry of Finance & the Public Service*
  - c) *School Principals and Chairpersons*
  - d) *Commission of Customs & Inland Revenue*
  - e) *Applicants*
- Meets, greets and facilitates visitors or clients
- Reads, logs, and annotate incoming mails for Regional Director and attach them to appropriate files for necessary action.
- Maintains and operates the Fax Machine by replenishing fax rolls and duplicating paper
- Sends/receives fax messages and dispatches to appropriate officers.
- Records on a monthly basis important appointments and events in Regional Director's Organizer and Diary
- Other**
  - Performs other related duties as assigned by the Regional Director.

## **Performance Standards**

- Reports, correspondence and other documents are accurately typed and submitted within established timeframe.
- Minutes of meetings are accurate, comprehensive and submitted within established timeframes.
- Confidentiality of information obtained on the job is preserved.
- A filing system is developed and maintained.

## **Internal and External Contacts (specify purpose of significant contacts:**

### **Within the Ministry of Education**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Education Officers	Transmission of Information Clarification of issues relative to queries made by the public
Regional Administrator	Office supplies /malfunctioning of machines/equipment
Head Office	To give and obtain information

### **Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Teachers	Receive / transmit information
Board Members	Collect and transmit information
Parents	Refer queries / provide information

## **Required Competencies**

### **Core**

- Excellent planning and organising skills.
- Excellent oral and written communication skills.
- Good interpersonal skills.
- Proficiency in the use of various computer applications (Microsoft Word, Excel, Access and PowerPoint)

### **Technical**

- Knowledge of the Staff Orders and Public Service Regulations.
- Knowledge of office practices and procedures.
- Knowledge of Standard office equipment, including photocopiers and fax machines.

- Typing skills of 50 w.p.m.
- Shorthand skills of 80 w.p.m.

#### **Minimum Required Education and Experience**

- Four (4) GCE O' Level or CSEC subjects at the General Proficiency Level, including English Language and Mathematics.
- Diploma in Secretarial Studies from a recognized institution.
- Certificate in Administrative Management Level 2.

#### **PLUS**

- Three (3) years related work experience.

#### **Authority:**

- To access confidential information.
- Provide principals, teachers and the general public with basic information relevant to activities occurring within the Region.

#### **Specific Conditions associated with the job**

- N/A.