



MINISTRY OF ECONOMIC GROWTH & JOB CREATION

CAREER OPPORTUNITY

Applications are being invited from suitably qualified officers to fill the following post in the **Human Resource Management and Development Branch** of this Ministry.

Secretary 2 (OPS/SS 2) - Vacant

Salary Scale: \$ 1,439,455- \$1,935,907 per annum and any allowance(s) attached to the post.

JOB PURPOSE:

To provide secretarial support to the Director, Employee Relations, Occupational Health and Safety and the Section.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities:

- Develops Individual Work Plan in alignment with the Division's/Branch's operational/strategic plan.
- Prepares and submits activity/performance and other reports, as directed.

Technical/Professional responsibilities:

- Drafts official documents such as letters, memoranda, reports, and minutes.
- Assists the Director to ensure timely submission and verification of leave cards by Branch Heads.
- Compiles and organizes period of service records for processing.
- Manages telephone calls and visitor interactions, maintains a schedule of appointments, and confirms meetings.
- Responds to inquiries directed to the office, providing necessary advice or information to clients and employees, where possible.
- Coordinates the flow of incoming and outgoing documents for the office of the Director.
- Assists in maintaining effective client relations by understanding and addressing visitor and caller inquiries.
- Acts as a liaison between the Director and the Leave and Pension Officer facilitating the dissemination of information and instructions, where necessary.
- Assists in maintaining and preparing the Attendance Logs and Monthly Reports on staff attendance and punctuality in the Ministry.
- Conducts research on attendance and punctuality-related matters.
- Provides logistical support for meetings and events, including arranging venues, informing attendees, and related activities.
- Assists in maintaining and organizing files for the Section, ensuring the confidentiality of files and information are upheld.
- Conducts follow-ups to secure timely responses from internal and external entities regarding activities, ceremonies, and other events coordinated by the Director.
- Prepare draft responses and meeting notes.

OTHER RESPONSIBILITIES

- Relief Customer Care Assistants from time to time; and
- Performs other related activities as requested.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Excellent organizational skills.
- Excellent communication skills.
- Team-oriented with excellent interpersonal skills.
- Confidentiality
- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications.

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 40-45 words per minute and shorthand at a speed of 80-100 words per minute;

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 40-45 words per minute and shorthand at a speed of 80-100 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;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 40-45 words per minute and shorthand at a speed of 80-100 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Please note that only shortlisted applicants will be contacted.

Applications accompanied by resumes should be submitted on or before: **January 10, 2025** to:

Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Or email:

human.resources@megic.gov.jm

Subject: Secretary 2 (OPS/SS 2) – HRM&D Branch

Do ensure that the post title is included in the subject line.