



Houses of Parliament

Jamaica

Duke Street, Kingston, Jamaica

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SENIOR SECRETARY PAY BAND 4 (OPS/SS 3) (vacant)

Applications are invited from suitably qualified persons for the post of **Senior Secretary Band 4 (OPS/SS 3) (vacant)** at the Houses of Parliament. The salary range is from \$1,711,060-\$2,301,186 per annum.

JOB PURPOSE

The incumbent will be responsible for providing secretarial and administrative support to the Committee Administration and Research Coordinator.

MAIN DUTIES AND RESPONSIBILITIES

- Types correspondence, reports and other documents, as required;
- Composes letters and memoranda as required and submit for review;
- Establishes, updates, maintains and controls computerized and manual confidential files
- Takes minutes at meetings;
- Organises and maintains proper filing system;
- Maintains appointment diary and reminds of appointments, in advance;
- Prepares Agendas for meetings and recognize relevant information and documents;
- Ensures that the weekly schedule is prepared and distributed to all members of staff and all other relevant bodies;
- Keeps an up to date list of all Committees of the Houses of Parliament;
- Assists with the reproduction of documents for committee meetings;
- Receives and screens telephone calls and directs them accordingly;
- Answers general enquiries regarding the Unit
- Performs other related functions assigned from time to time.

REQUIRED SKILLS/COMPETENCIES

- Good time management and organizational skills
- Excellent oral and written communication skills
- Must be able to work under pressure
- Excellent planning and organizing skills
- Excellent interpersonal and team building skills
- Ability to work on own initiative
- Proficient in the use of computer applications

MINIMUM QUALIFICATIONS AND EXPERIENCE

- CXC or GCE O' Level English Language; successful completion of the prescribed course of study at the Management Institute for National Development, proficiency in typewriting at speed of 50-55 words per minute, plus four to five (4-5) years general office experience.

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute; training in the use of a variety of software applications e.g. word processing, database and spreadsheets; English Language at CXC or GCE O' Level; completion of appropriate Office Professional Training Course at Management Institute for National Development plus four to five (4-5) years general office experience.

OR

- Successful completion of Certified Professional Secretary course or Certificate in Administrative Management (CAM), Level 2; proficiency in typewriting at a speed of 50-55 words per minute; English Language at CXC or GCE O' Level; training in the use of a variety of computer software applications and four to five (4-5) years general office experience.

Application accompanied by resume should be submitted **no later than Friday, September 27, 2024** to:

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk@japarliament.gov.jm

Please note that only short listed applicants will be contacted.