

OFFICE OF THE PRIME MINISTER

Job Opportunity

The Office of the Prime Minister is inviting applications from suitably qualified persons to fill the position of **Executive Secretary 1 (OPS/SS 4) (Vacant)** in the Prime Minister's Support Unit. Salary range **\$1,984,305 – \$2,668,670** per annum.

Job Summary

Provides secretarial and administrative support to the Chief of Staff and the Prime Minister Support Unit for the efficient operation of the Prime Minister's Support Unit.

KEY RESPONSIBILITIES

- Composes letters/memoranda from general instructions.
- Responds to routine and other correspondence as directed.
- Takes dictation and reproduces notes in an accurate and presentable manner.
- Processes incoming and outgoing correspondence in accordance with established guidelines.
- Researches issues and compiles reports on findings as requested.
- Organizes meetings hosted for the Chief of Staff and also for the Prime Minister's Support Unit.
- Prepares Agendas for meetings and organise relevant information and documents
- Takes minutes at meetings and reproduce and distributes in accordance with established guidelines.
- Maintains schedules of routine and special appointments for the Chief of Staff advising of matters requiring prompt attention.
- Receives and makes telephone calls for the Chief of Staff
- Receives/hosts visitors to the Chief of Staff.
- Establishes and maintains an effective filing system for the control and safe keeping of classified and confidential documents and reports and facilitates easy retrieval of documents/information.
- Determines the nature of enquires/requests and refers persons/callers to the appropriate personnel.
- Maintains adequate supply of stationery and other office supplies for the Prime Minister's Support Unit
- Assists in preparation and collection of standard reports.

REQUIRED COMPETENCIES

- Integrity/Confidentiality;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Sound judgement, decision-making and problem solving skills;
- Strong research and analytical skills;
- Ability to work on own initiative and under pressure;
- Excellent note taking skills;
- Knowledge of office practice and procedures;
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint) and other computer applications.

REQUIRED MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- 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

At least five (5) years general office experience;

OR

- Graduate 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 and/or appropriate experience 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)

At least five (5) years general office experience;

OR

- Successful completion of the 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 and/or appropriate experience in the use of a variety of computer software applications (e.g. Microsoft Office Suite)

At least five (5) years general office experience.

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- May be required to work outside of normal work hours

Applications accompanied by résumé should be submitted **no later than Friday, June 16, 2023** to:

Senior Director
Human Resource Development & Management (HRDM) Division
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

Further details of the post may be obtained from the Office of the Prime Minister's website www.opm.gov.jm.

We thank you all for responding, however, please note that only shortlisted applicants will be contacted.