



Applications are being invited from suitably qualified persons to fill the vacant post of **Executive Secretary 1 (OPS/SS 4)**, in the **Policy, Planning, Monitoring & Evaluation Division, Ministry of Economic Growth and Infrastructure Development (MEGID)**, salary range \$2,190,302 - \$2,945,712 per annum.

### **Job Purpose**

To provide administrative support to the Chief Technical Director in order to ensure that the operations of the office are effective and efficient in relation to communications and work assignment between the Chief Technical Director and his/her direct reports

### **Key responsibilities**

**The duties and responsibilities include, but are not limited to the following:**

- Provides secretarial and administrative support to the Chief Technical Director for efficient operations of the office.
- Composes letters/memoranda from general instructions.
- Processes incoming and outgoing correspondence in accordance with established guidelines.
- Responds to routine and other correspondence, as directed.
- Reproduces manuscripts and briefs prepared by the Chief Technical Director.
- Reproduces notes in an accurate and presentable manner, as directed.
- Assembles and disseminates information to internal and external personnel, as requested.
- Organizes meetings hosted by the Policy, Planning, Monitoring and Evaluation Division/CTD.
- Prepares Agendas for meetings and organizes relevant information and documents.
- Receives/hosts visitors to the Division/CTD.
- Produces minutes of meetings.
- Maintains schedules for routine and special appointments for the Chief Technical Director, advising them of matters requiring prompt attention.
- Screen all visitors coming to the Division/CTD, making referrals to appropriate staff members within the relevant Branches.
- Make travel arrangements and prepares itinerary for local and overseas business trips.
- Answers telephone, screen, direct and return calls. Receive messages and provide information when necessary for the Division/CTD.
- Exercises judgment with respect to urgency, confidential status and relative importance of all inquiries or messages.
- Copies and collates correspondence and distributes them to the various Branches.
- Maintains an effective filing system that allows security, and retrieval of documents/information in accordance with established standards.
- Maintains inventory of stationery and equipment.
- Undertake assignments specific to the Division assigned
- Maintains diary of the CTD's engagements and issues reminders of these appointments.
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Division.
- Maintains harmonious relations with staff members and external contacts.

### **Required Competencies**

#### ***Core***

- Excellent organizational skills.
- Excellent communication skills.
- Team-oriented with excellent interpersonal skills.
- Confidential

***Technical***

- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications
- Knowledge of basic office management and records management
- Ability to interact with individuals from diverse cultural backgrounds

**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 50-55 words per minute and shorthand at a speed of 100-120 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 and shorthand at a speed of 100-120 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, plus four to five (4-5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than February 20, 2026**  
**to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Infrastructure Development  
25 Dominica Drive  
Kingston 5**

**Email: [human.resources@megid.gov.jm](mailto:human.resources@megid.gov.jm)**

**Please note that only shortlisted applicants will be contacted.**