



MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant post of **Executive Assistant (GMG/SEG 1)** in the **Executive Office, Ministry of Economic Growth and Infrastructure Development**, salary range \$3,501,526.00 - \$4,709,163.00 per annum and any allowance(s) attached to the post.

Job Purpose

To assist the planning and execution of the programme of activities for the Office of the Permanent Secretary and provide administrative and secretarial support to the office.

Key Responsibility Areas:

Management/Administrative Responsibilities

- Maintains an efficient manual and computerised file management process.
- Assists in the development of Monthly Cash flows for the Office of the Permanent Secretary.
- Develops individual work plan in alignment with the Office's strategic business/operational plan.

Technical/ Professional Responsibilities

- Organizes and manages the schedule of the Permanent Secretary, monitors and updates planned programmes, appointments, and activities.
- Analyses submissions/correspondence to the Permanent Secretary and manages their processing.
- Pursues appropriate follow-throughs to ensure matters are attended and apprises the Permanent Secretary accordingly.
- Assesses calls to and on the Permanent Secretary. Dialogues and conducts meetings with callers, determines and initiates appropriate actions.
- Researches and compiles information and reports, as required.
- Conducts appropriate arrangements for the Permanent Secretary's local and overseas travels. Organizes and prepares itineraries.
- Organises meetings convened by the Permanent Secretary and plans for attendance at others. Ensures the compilation of meeting documents and follow-throughs of post-meeting decisions and actions.
- Participates in planning and organising official ministry functions and contributes to the arrangement of externally organised ceremonies and fora requiring ministry input.
- Ensures that matters arising and requests from the cabinet and the parliament are handled expeditiously and in accordance with standard procedures.
- Maintains effective liaison with external organisations, individuals, and ministry personnel in facilitating the fulfilment of the role of the office.

Required Knowledge, Skills and Competencies

Core

- Excellent communication and interpersonal skills.
- Good problem-solving skills.
- Is team and results oriented.
- Possesses initiative and tact.
- Astute and confidential.

Technical

- Planning and organizing skills.
- Sound background in administrative or office management.
- Sound research skills.
- Experienced in working with executive/senior management.
- Knowledge of central government operational procedures.
- Proficient in the use of standard computer applications.

Minimum Required Education and Experience

- B.Sc. Degree in Public Sector Management/Business Administration or related discipline
- Five (5) years related working experience. Three (3) years working with executive management

OR

- Associate Degree in Public Sector Management/Business Administration or related discipline
- Eight (8) years related working experience. Four (4) years working with executive management

Applications accompanied by résumés should be submitted **no later than June 30, 2026, to:**

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

Email: human.resources@megid.gov.jm

Please note that only shortlisted applicants will be contacted.