



MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the **vacant** post of **Senior Secretary (OPS/SS 3)** in the **Executive Office**, salary range \$1,711,060 - \$2,301,186 per annum and any allowance(s) attached to the post.

Job Purpose

To provide secretarial and administrative support to the Executive Office.

Key Responsibility Areas:

Technical/ Professional Responsibilities

- Performs duties for the production of letters, memoranda, minutes and other official documents.
- Receives telephone calls and visitors, makes appointments, and confirms meetings.
- Monitors all inquiries directed to the office and provide where possible necessary advice or information required by clients.
- Assists in the maintenance of effective client relations by, determining the nature of enquiries from visitors and callers.
- Maintains an organized filing system and filing Cabinets.
- Retrieves files/information upon request.
- Monitors and manages the daily attendance register.
- Prepares meeting notes and action sheets.
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Division.
- Prepare draft correspondences including responses, letters, memoranda.

Required Knowledge, Skills and Competencies

Core

- Excellent organisational skills.
- Excellent communication skills.
- Team-oriented with excellent interpersonal skills.
- Confidentiality.

Technical

- Excellent administrative and secretarial skills.
- Proficiency in word processing and standard computer applications.

Minimum Required Education 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.

Applications accompanied by résumés should be submitted **no later than August 19, 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**

Or

Email: human.resources@megid.gov.jm

Please note that only shortlisted applicants will be contacted.