



MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant post of **Executive Secretary 2 (OPS/SS 5)** in the **Executive Office**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

Under the direction of the Senior Technical Coordinator, the incumbent will be responsible for providing secretarial and administrative support for the efficient operations of the Executive Office.

Key Responsibilities:

Technical/Professional

- Conducts preliminary research on specific areas and compiles information for viewing by the Senior Technical Coordinator.
- Collates reports and presentations as directed.
- Processes incoming and outgoing correspondence and updates Electronic Mail Management System.
- Composes letters/memoranda with general instructions.
- Responds to routine and other correspondence as directed.
- Scans, photocopies, and email documents as requested by the Senior Technical Coordinator and Permanent Secretary.
- Takes dictation and types notes in an accurate and presentable manner.
- Assembles and disseminates information to internal and external personnel as requested.
- Pursues appropriate follow-throughs to ensure matters are attended and appraises the Senior Technical Coordinator and Permanent Secretary appropriately.
- Assists with organizing meetings hosted by the Permanent Secretary.
- Prepares Agendas for meetings and organizes relevant information and documents.
- Prepares meeting minutes and action sheet and types and distributes in accordance with established guidelines.
- Maintains schedules of routine and special appointments advising of matters requiring prompt attention.
- Screens all visitors coming to the Permanent Secretary, making referrals to appropriate staff members.
- Receives and makes telephone calls on behalf of the Senior Technical Coordinator and or Permanent Secretary.
- Exercises judgment with respect to urgency, confidential status and relative importance of all inquiries or messages.
- Receives/hosts visitors to the Office.
- Maintains an effective filing system (both manually and electronically) that allows security, and speedy retrieval of documents/information in accordance with established standards.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal skills
- Good communication skills (oral and written)
- Excellent customer relations skills
- Excellent time management skills
- Good organizing skills.
- Ability to work on own initiative and under pressure

Technical

- Competence in the use of word processing, spreadsheet and other office computer applications.
- Typewriting/ word processing speed of at least 50 wpm.
- Excellent shorthand/ note taking skills of at least 100 wpm.
- Excellent knowledge of office practice and procedures

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 seven (7) years' general office experience.
- At least three (3) years' working experience with Executive Management

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 seven (7) years' general office experience.
- At least three (3) years' working experience with Executive Management

Applications accompanied by résumés should be submitted **no later than October 7, 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

Subject: Executive Secretary 2 (OPS/SS 5)

Please note that only shortlisted applicants will be contacted.