

INSTITUTE OF JAMAICA
(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position in the Development and Public Relations Department of the Institute of Jamaica:

Secretary
(OPS/SS 2)

Job Summary

To provide secretarial/administrative support services to facilitate the smooth functioning of the Development and Public Relations Department.

Minimum Qualification/Experience

- Four (4) subjects at the CXC or GCE 'O' Level including English Language.
- Certificate in secretarial studies from a recognized institution with proficiency in typewriting at a speed of 40-45 words per minute.
- Shorthand at a speed of 80-100 words per minute would be an asset.
- Two (2) years' experience

Special Conditions Associated with the Job:

Required to work outside of regular working hours

Applications should be submitted no later than Friday, October 23, 2020 to

Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston
Fax: 922-1147

Email: personnel@instituteofjamaica.org.jm