

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment & Sport)

Applications are invited to fill the following temporary position at the National Gallery of Jamaica, a division of the Institute of Jamaica:

SENIOR SECRETARY (OPS/SS 3)

JOB SUMMARY

To provide secretarial support to the Chief Curator and the Director of Finance & Administration.

PERIOD OF EMPLOYMENT

September 13, 2021 to December 3, 2021

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Types letters, inter office memoranda, and other correspondence
- Records/reproduces minutes of exhibition committee meetings
- Records/reproduces minutes of internal meetings
- Maintains Director's Diary
- Answers the phones, screens incoming calls and takes messages
- Assists with mounting of exhibitions by providing support services, in particular, coordinating the distribution of invitations

QUALIFICATION/EXPERIENCE

- Secretarial Diploma from a reputable business school
- Four (4) CXC or GCE "O" level subjects, including English Language
- Four (4) years' related experience
- Proficiency in Typewriting at a speed of 40–45 wpm and shorthand at 80–100 wpm

Applications should be submitted no later than **Monday, October 1, 2021 to:**

**THE DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

Email: personnel@instituteofjamaica.org.jm