

## INSTITUTE OF JAMAICA

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

### EXECUTIVE SECRETARY (OPS/SS 4)

#### JOB SUMMARY

To provide secretarial and administrative support to the Senior Director of the National Gallery of Jamaica, a division of the Institute of Jamaica. Salary Range: \$1,007,823.00 - \$1,197,984.00 plus any allowance attached to the post.

#### KEY RESPONSIBILITIES

- Types and dispatches all correspondence, memoranda and reports generated by the Senior Director
- Prepares minutes and action sheet and dispatches reports
- Dispatches all correspondence generated by the Senior Director
- Routes mail received to the Senior Director
- Schedules and monitors appointments for Senior Director
- Makes travel arrangements for the Senior Director
- Maintains confidentiality of the Senior Director's desk
- Assists with mounting of exhibitions by providing support services, in particular, coordinating the distribution of invitations
- Checks and delivers emails

#### MINIMUM QUALIFICATION/EXPERIENCE

- Four (4) CXC or GCE Ordinary level subjects including English Language
- Secretarial Diploma
- CPS Accreditation would be an asset
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND)
- Proficiency in typewriting at a speed of 50 – 55 words per minute
- Shorthand at a speed of 100 – 120 words per minute
- Five (5) years' secretarial experience

#### Special Conditions Associated with the Job:

- May be expected to work beyond normal working hours on weekdays and occasionally on weekends when special events such as Exhibitions are being mounted

Applications should be submitted no later than Thursday, April 14, 2022 to:

**THE DIRECTOR  
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT  
INSTITUTE OF JAMAICA  
10-16 EAST STREET  
KINGSTON  
FAX # 922-1147**

**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**