

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **temporary** position in the Natural History Museum of Jamaica (NHMJ), a division of the Institute of Jamaica:

SENIOR SECRETARY (OPS/SS 3)

JOB SUMMARY

To coordinate secretarial services to the Director and staff in the NHMJ.

KEY RESPONSIBILITIES

1. Prepares letters of response to general correspondence
2. Schedules interim and final appraisals and prepares documents for all members of staff in the NHMJ
3. Records minutes of Divisional and Advisory Board Meetings transcribing/reproducing and typing minutes.
4. Organizes and maintains a proper filing system for the Division
5. Monitors supplies inventory and issues supplies to staff
6. Assists with the co-ordination of the activities for special events such as Earth Day Awards Ceremony and World Wetland Day

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Secretarial Diploma from a reputable business school
2. Four (4) CSEC or GCE Ordinary Level subjects including English Language
3. Certified Professional Secretary designation would be an asset.
4. Four (4) years' related experience
5. Certificate in Administrative Management Level 2 from the Management Institute for National Development

Applications should be submitted by **Friday, May 13, 2022** to:

DIRECTOR HUMAN RESOURCE
DEVELOPMENT & MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON
EMAIL: personnel@instituteofjamaica.org.jm