

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

Applications are invited to fill the following position in the Programmes Coordination Division (East Street Junior Centre), a division of the Institute of Jamaica

SECRETARY – OPS/SS2

Salary Range: \$781,231.00 - \$928,638.00

JOB SUMMARY

To provide secretarial support to the Programmes Outreach Manager with the view of attaining the highest efficiency and professional image possible.

KEY RESPONSIBILITIES

1. Makes and answers telephone calls
2. Types correspondence
3. Sorts and dispatches incoming and outgoing mail
4. Prepares requisition for stationery and other supplies
5. Checks goods and supplies received
6. Maintains an inventory of stationery and supplies
7. Supplies required are distributed to full time staff and part-time tutors
8. Prepares requisitions for payment for part-time tutors and for overtime/extra time pay for full-time staff
9. Prepares and keeps a register of students for After School and Summer programmes
10. Prepares registration cards for students enrolled in the After School and Saturday activities
11. Collects, receipts, and submits to the Accounts Department all fees collected
12. Prepares minutes for meetings
13. Supervises children and secures equipment and costumes at competitions and performances
14. Circulates notices for the programme and other special events to key publics

QUALIFICATIONS/EXPERIENCE

1. Four (4) GCE Ordinary Level or CXC (General Proficiency) subjects, including English Language
2. Proficiency in Typewriting at a speed of 40-45 w.p.m.
3. Proficiency in Shorthand at a speed of 80-100 w.p.m.
4. Successful completion of a course of study at an accredited Secretarial School
5. Successful completion of a computer course, with particular emphasis on word processing
6. At least two (2) years' experience in a similar capacity

Applications should be submitted no later than **Friday, May 20, 2022** to:

DIRECTOR, HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET, KINGSTON
FAX: (876) 922-1147

Email: personnel@instituteofjamaica.org.jm