

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following temporary position in Programmes Coordination Division (Greater Portmore Junior Centre), a division of the Institute of Jamaica:

SECRETARY OPS/SS2

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

JOB SUMMARY

Under the supervision of the Programmes Officer, the Secretary provides secretarial support to ensure the smooth running of the Greater Portmore Junior Centre. This includes performing routine typing and general clerical work and liaising with the public.

KEY RESPONSIBILITIES

- Types and files letters and other correspondences
- Assists the public with routine information and gives assistance in completing prescribed forms
- Responds to routine telephone requests, which have standard answers, refers calls and visitors to appropriate staff
- Monitors the use of the telephone
- Keeps daily record of children's attendance and write receipts for fees collected on a daily basis
- Prepares timesheet for Part-time tutors and overtime/extra pay for Full-time staff, for submission to the Accounts Department.
- Takes and prepares minutes for Staff Meetings
- Assists the Programmes Officer with the preparation of requisitions for the purchasing of office and cleaning supplies and repairs of office equipment as well as payment for transportation and laundering of costumes
- Assists the Office Attendant in keeping records of goods received, against the quantities ordered
- Assigns activities to children whenever the teacher is absent
- Supervises children and secures equipment and costumes at competitions and performances

MINIMUM QUALIFICATION/EXPERIENCE

- 4 GCE Ordinary Level or CXC (General Proficiency) subjects, including English Language
- Proficiency in Typewriting at a speed of 40-45 w.p.m.
- Proficiency in Shorthand at a speed of 80-100 w.p.m.
- Successful Completion of a course of study at an accredited Secretarial School
- Successful completion of a Word Processing Software course
- At least 2 years experience in a similar position

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

Director, Human Resource Development & Management
Institute of Jamaica
10-16 East Street
Kingston
FAX # (876) 922-1147

EMAIL: personnel@instituteofjamaica.org.jm