

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position at the African Caribbean Institute of Jamaica/Jamaica Memory Bank, a division of the Institute of Jamaica:

Secretary

(OPS/SS 2) (Pay Band 3)

SALARY RANGE: \$1,439,455.00 p.a. - \$1,935,907.00 p.a.
(Please note that new employees are paid at the minimum rate)

JOB SUMMARY

Under the supervision of the Administrator the Secretary is to provide secretarial, clerical and receptionist support to the Division.

KEY RESPONSIBILITY AREAS

- Types letters, memoranda, press releases, manuscripts, notices, audio-visual forms and library forms
- Takes and reproduces minutes of monthly staff meetings.
- Receive visitors courteously, ascertain purpose of visit and escorted them accordingly.
- Answers the telephone and places calls.
- Logs all telephone calls from the Division
- Processes telephone bills for the Division
- Maintains the general filing system in collaboration with the Senior Secretary
- Updates leave register
- Prepares requisitions, processes invoices and receives goods and deliveries.
- Receives logs and dispatches incoming and outgoing mail.
- Assists with collating information for the preparation of reports
- Distributes stationery and updates stationery record
- Assists with photocopying of documents

MINIMUM QUALIFICATION/EXPERIENCE

- Four (4) GCE Ordinary level or CXC Subjects including English Language and Mathematics or Accounts
- Certificate in secretarial training
- Two (2) years' experience in a similar capacity
- Shorthand at a speed of 80-100 words per minute

TECHNICAL COMPETENCIES

- ♦ Office Procedures
- ♦ Typewriting at a speed of 40-45 words per minute
- ♦ Proficiency in Microsoft Word

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- ♦ May be asked to assist with preparation of materials for exhibitions and lectures on non-Christian religious ceremonies and rituals, and work outside the normal working hours.

Applications should be submitted no later than **Friday, September 26, 2025** to:

Director
Human Resource Development and Management
Institute of Jamaica
10-16 East Street
Kingston
Email: personel@institutueofjamaica.org.jm