

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

Applications are invited to fill the following position in the Development and Public Relations Department of the Institute of Jamaica:

Secretary
(OPS/SS 2)

(Salary Range: JA \$1,439,455.00 per annum - \$1,935,907.00 per annum)

Job Summary

To provide administrative support services to facilitate the smooth functioning of the department.

Key Responsibilities

- Books tours on behalf of the Institute stating charge for visits, names of current exhibitions and the various locations
- Secures estimates from suppliers regarding various project undertaken by the department
- Records and collates extra time worked by departmental staff on outreach activities
- Prepares requisitions for office supplies for the department
- Records requisitions and submits to accounts department for payment.
- Answers the telephone; screens incoming calls and takes messages for the Director.
- Receives and records correspondence for the department and where appropriate prepares response for the Director
- Arranges meetings dates and circulates notices
- Places calls on behalf of the Director
- Collates and types edited reports such as: Bi-monthly, Quarterly and Annual Reports.
- Maintains diary/appointments for meetings external/internal and prepares relevant files/material for use
- Opens, sorts and dispatches the delivery of letters, invitations, invoices and cheques
- Prepares memoranda and letters
- Takes minutes of meetings, transcribes same and presents to the Director and other relevant parties.
- Dispatches minutes and relevant agenda for all meetings
- Organizes and maintains a proper filing system for the department:

Minimum Qualification/Experience

- Diploma in Business Administration plus
- Four (4) subjects at the CXC or GCE 'O' Level including English Language and Mathematics or Accounts.
- Two (2) years' related experience

Applications should be submitted no later than Friday, October 18, 2022 to:

Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston
Fax: 922-1147
Email: personnel@instituteofjamaica.org.jm