

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

Applications are invited to fill the following position at the National Gallery of Jamaica, a division of the Institute of Jamaica.

EXECUTIVE SECRETARY
(OPS/SS 4) Pay Band 5

JOB SUMMARY

To provide secretarial and administrative support to the Senior Director of the National Gallery of Jamaica

KEY RESPONSIBILITIES

- Types and dispatches all correspondence, memoranda and reports generated by the Senior Director
- Prepares minutes and action sheet and dispatches reports
- Dispatches all correspondence generated by the Senior Director
- Routes mail received to the Senior Director
- Schedules and monitors appointments for Senior Director
- Makes travel arrangements for the Senior Director
- Maintains confidentiality of the Senior Director's desk
- Assists with mounting of exhibitions by providing support services, in particular, coordinating the distribution of invitations
- Checks and delivers emails

MINIMUM QUALIFICATION/EXPERIENCE

- Secretarial Diploma
- CPS Accreditation would be an asset
- Four CXC or GCE 'O' Level subjects including English Language
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND)
- Five (5) years' secretarial experience.

Special Conditions Associated with the Job:

- May be expected to work beyond normal working hours on weekdays and occasionally on weekends when special events such as Exhibitions are being mounted

Salary Scale:

- **\$2,190,302.00 p.a. to \$2,945,712.00 p.a.**

(Please note that new employees are paid at the minimum rate)

Applications should be submitted no later than **Friday, August 21, 2026** to:

THE DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON

Email: personnel@instituteofjamaica.org.jm