

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

Applications are invited to fill the following **temporary** 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**

- Four (4) CXC or GCE Ordinary level subjects including English Language
- Secretarial Diploma
- CPS Accreditation would be an asset
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND)
- Proficiency in typewriting at a speed of 50 – 55 words per minute
- Shorthand at a speed of 100 – 120 words per minute
- 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.**

Applications should be submitted no later than **Friday, February 7, , 2024** to:

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

Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)