

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position in the Natural History Museum of Jamaica (NHMJ) a division of the Institute of Jamaica

Senior Secretary (OPS/SS3) (Band 4)

Salary Scale: \$1,711,060 per annum - \$2,301,186 per annum
(Please note that new employees are paid at the minimum rate)

Job Summary

To coordinate secretarial services to the Director and the Division related to correspondence, letters, memoranda, minute-taking and making appointments.

Key Responsibilities include:

1. Types documents
2. Handles telephone queries and supplies information to the public and other stakeholders
3. Screens telephone calls to the Director and makes calls on her behalf
4. Opens, date-stamps and refers all mail received to the Director for her attention
5. Diarizes time and location of all NHMJ related events and the Director's appointments
6. Organizes and maintains suitable filing system
7. Prepares requisition for stationery and other supplies
8. Checks goods and supplies received
9. Maintains an inventory of stationery and supplies
10. Distributes supplies to staff
11. Takes and transcribes minutes for Divisional and Board of Management meetings
12. Arranges meetings
13. Updates mailing list

Qualifications/Experience

1. 4 GCE Ordinary Level or CXC (General Proficiency) subjects, including English Language
2. Proficiency in Typewriting at a speed of 50-55 w.p.m.
3. Proficiency in Shorthand at a speed of 100-120 w.p.m.
4. Successful completion of a secretarial course of training
5. Successful completion of a computer course, with particular emphasis on word processing
6. At least four (4) years' related experience

Applications should be submitted no later than **Wednesday, August 12, 2026** to:

DIRECTOR
HUMAN RESOURCE DEVELOPMENT & MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET, KINGSTON
Email: personnel@instituteofjamaica.org.jm