

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **TEMPORARY** position in the Programmes Coordination Division (East Street Junior Centre)

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)

Employment Period

June 1, 2026 to July 3, 2026

Job Summary

To provide secretarial support to the Director of Programmes with the view of attaining the highest efficiency and professional image possible.

Key Responsibilities

1. Types documents
2. Handles telephone queries and supplies factual 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 programmes-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 full time staff and part-time tutors
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 **Friday, May 15, 2026** to:

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