

**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 (NGJ)**, a division of the Institute of Jamaica

**Senior Secretary**  
**OPS/SS 3**

**Salary Range:** \$1,007,823.00 - \$1,197,984.00

**JOB SUMMARY**

To assist the Director of Finance and Administration in discharging his/her functions/responsibilities in an efficient/effective way, and by extension, ensure that overall goals/objectives of the National Gallery of Jamaica are achieved.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Type letters, inter office memoranda, and other correspondence
- Records/reproduces minutes of internal meetings
- Maintain Director's Diary
- Answer the phones, screen incoming calls and take messages
- Assists with mounting of exhibitions by providing support services, in particular, coordinating the distribution of invitations

**QUALIFICATION/EXPERIENCE**

- Secretarial Diploma from a reputable business school
- Four (4) CXC or GCE "O" level subjects, including English Language
- Four (4) years related experience
- Proficiency in Typewriting at a speed of 50-55 wpm and shorthand at 100-120

Applications should be submitted no later than **Wednesday, November 30, 2022**

**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)

FAX # 922-1147