

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following temporary post in the National Gallery of Jamaica (NGJ), a division of the Institute of Jamaica:

EXECUTIVE SECRETARY (OPS/SS 4)

JOB SUMMARY

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

PERIOD OF EMPLOYMENT

June 12, 2023 to October 3, 2023

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 Range:

\$1,984,305 p.a. to \$2,668,670 p.a.

Applications should be submitted no later than Friday, May 26, 2023 to:

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

Email: personnel@instituteofjamaica.org.jm

FAX # 922-1147