



**MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE
CAREER OPPORTUNITY**

The Ministry of Industry, Investment and Commerce is inviting applications from suitably qualified officers to fill the post of **Secretary (OPS/SS 1)**.

Salary range \$639,887 - \$760,625 per annum.

Job Purpose

Under the supervision of the Director, Planning and Performance, the Secretary is responsible for providing secretarial and support services to the Planning & Performance Unit and other members of staff to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Acts as a point of contact for internal/external clients
- Transcribes and reproduces minutes of meetings
- Composes and reproduces letters, memoranda and reports
- Types and prepares various documents for information
- Maintains a filing system for the Unit
- Ensures the confidentiality and security of data and information
- Receives and makes telephone calls and translates messages
- Ensures that messages are received and delivered
- Schedules appointments and arranges meetings
- Monitors and maintains the attendance register and leave of absence cards
- Maintains and updates records and filing system
- Screens and directs visitors to the relevant Officers
- Records and dispatches incoming and outgoing mails
- Types, copies and files, analytical reports, documents and other papers
- Accesses and forwards emails to the relevant officers
- Receives, forwards and directs faxes to the relevant officers

Other

- Performs any other related duties which may be assigned from time to time

Required Knowledge, Skills and Competencies

Core

- Good knowledge of the operations of Government/Ministry's policies and procedures
- Good interpersonal skills
- Good communication skills (written and oral)
- Very good customer relations skills
- Good problem solving and conflict management skills

Technical

- Sound knowledge in Office Procedures and Secretarial skills
- Proficient in the use of relevant software applications
- Proficient in typewriting at a speed of 35 words per minute

Minimum Required Qualification and Experience

- Graduation from a Secondary School with English Language at CXC or GCE O'Levels

OR

- Successful completion of a course of study at an accredited Secretarial School with English Language at CXC or GCE O' Levels together with successful completion of the prescribed Office Professional Training Course at MIND

**Applications accompanied by resume should be submitted no later than
November 26, 2021 to:**

**Director
Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5
Email:hrm@miic.gov.jm**

Please note that we thank all for responding, but only short listed applicants will be contacted.