



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 3) in the Commerce Division** of the Ministry.

Salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director of Commerce, (GMG/SEG 4) the Senior Secretary (OPS/SS 3), is responsible for carrying out all Secretarial, administrative and support functions for the Director.

Key Responsibilities

Management/Administrative Responsibilities

- Prepares correspondence, Minutes, reports and other documents using the appropriate computer application.
- Receives, opens, sorts, records and distributes incoming mail
- Records Minutes of meetings
- Records and dispatches outgoing correspondence
- Answers the telephones, relays messages, screens requests for information and refers non-routine calls to the appropriate members of staff
- Schedules appointments and maintains Director's electronic diary/calendar
- Sends and receives fax messages to/from Ministries, Agencies, Departments and other external entities
- Maintains the Division's filing system, and monitors/manages confidential files for proper security and maintenance.
- Requests relevant files as required
- Researches, compiles and provides information from files and records;
- Maintains stationery supplies for the Division
- Screens and directs visitors to relevant officer
- Arranges meetings, meeting logistics and prepares documents for meetings as required
- Dispatches Cabinet Submissions and Notes to the Cabinet Office
- Photocopies documents as required
- Prepares monthly attendance reports and update Leave of Absence records
- Makes official overseas travel arrangements for Director
- Deputizes for other secretaries in their absence.
- Contributes and maintains a system that fosters a culture of teamwork within the Division.

Other Responsibilities

- Performs other related duties assigned from time to time.

Required Competencies

Core

- Good Oral and written communication skills
- Excellent planning & organizing skills
- Methodical
- Problem Solving and Decision Making
- Initiative
- Goal/Results Oriented
- High level of confidentiality
- Good time management skills

Technical

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of web-based research techniques
- Sound knowledge of secretarial practices and procedures
- Proficient in the use of relevant computer applications
- Good telephone techniques

Minimum Required Qualification and Experience

- Four (4) CXC /GCE subjects at the General Proficiency level including English Language and Mathematics
- Successfully completed the Certificate in Administrative Management –CAM Level (2) at the Management Institute for National Development (MIND)
- Proficiency in typewriting at a speed of 50-55 words per minute,
- Shorthand at 100-120 words per minute
- Four (4) to Five (5) years general office experience

OR

- Successful completion of CPS course
- Successful completion of CAM 2 course at Management Institute for National Development (MIND)
- English Language at CXC or GCE O'Level
- Proficiency in typewriting at speed of 50-55 words per minute
- Shorthand at 100-120 words per minute
- Training in the relevant software applications e.g. Word-processing, Database and Spread Sheet
- 4-5 years general office experience

OR

- Graduate from an accredited Secretarial School with Secretarial Studies
- Proficient in Typewriting at 50-55 words per minute
- Shorthand at 100 – 120 words per minute
- Training in use of a variety of Software Applications e.g. spreadsheets, Database and Word Processing

**Applications accompanied by resume should be submitted no later than
September 23, 2022 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.