



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

August 25, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Policy, Planning, Projects and Research Division.

EXECUTIVE SECRETARY 1 (OPS/ SS 4)

Salary: \$2,190,302.00 per annum

JOB PURPOSE

Under the supervision of the Principal Director (GMG/SEG 6) the Executive Secretary 1 (OPS/SS 4), will provide secretarial service, communication linkage with other departments and external agencies for the Division.

KEY OUTPUTS

- Administrative support to the Principal Director, including managing schedules, appointments, travel arrangements, and correspondence provided.
- Materials for meetings, conferences, and presentations coordinated and prepared.
- Follow-up action and commitments made by the Principal Director coordinated.
- Confidential and sensitive information maintained with utmost discretion.
- Activities related to liaison between the Principal Director and internal/external stakeholders provided.
- Office operations managed.
- Inquiries handles in a professional and courteous manner.
- Correspondence, reports, and other documents drafted, edited and proofread.
- Research conducted.
- Data compiled and reports prepared.
- Assistance in the coordination of special projects and events as directed by the Principal Director undertaken

Key responsibility areas INCLUDES:

Technical/Professional Responsibilities

- Schedule and coordinate meetings, appointments, and travel arrangements for the Principal Director.
- Prepare agendas, materials, presentations, for meetings and events.
- Composes and reproduces letters, memoranda and reports from draft or instructions
- Receives, opens, sorts and distributes incoming and outgoing mail
- Makes contact with and relay information to Principal Director and other members of staff in the Policy, Planning, Projects and Research Division and external agencies
- Maintain an organized filing system for documents, records, and correspondence.
- Manage incoming and outgoing communication on behalf of the Principal Director.
- Monitor and respond to emails, phone calls, and other inquiries in a timely manner.
- Ensure that office supplies and equipment are well-maintained and stocked.
- Assist in budget tracking and expense reporting as needed.
- Coordinate logistics for internal and external meetings, including venue bookings and catering.
- Greet visitors and guests in a professional and welcoming manner.
- Manage the Principal Director's calendar and remind of upcoming appointments and deadlines.
- Research and compile information for reports, presentations, and special projects.
- Coordinate and track action items from meetings and follow up on progress.
- Handle confidential information with discretion and maintain data security protocols.
- Support the Principal Director in decision-making by providing relevant information and updates.
- Collaborate with other team members to ensure smooth coordination and effective communication.
- Assist in the preparation of annual reports, strategic plans, and other organizational documents.
- Participate in staff meetings, take minutes, and follow up on action items.
- Coordinate travel arrangements, accommodations, and logistics for official trips.
- Monitor and track deadlines, deliverables, and key milestones for projects.
- Liaise with external partners, stakeholders, and government agencies on behalf of the Principal Director.
- Provide support in organizing training sessions, workshops, and seminars as needed.
- Maintain a high level of professionalism and confidentiality in all interactions.
- Continuously seek opportunities for personal and professional development to enhance job performance and effectiveness.
- Accesses and sends e-mail via internet
- Directs telephone calls and messages

- E-mails downloaded and forwarded
- Confidentiality and integrity maintained
- Co-ordinates, arranges and attends meetings to record minutes and reproduce same for circulation with stipulated timelines

Data Protection Responsibilities

- Ensure compliance with data protection laws and regulations, and other relevant standards.
- Implement security measures to protect data from breaches and unauthorized access.
- Ensure that regular audits are conducted and assessments of data protection practices to ensure compliance.
- System for control and safekeeping of classified, secret and confidential documents and files established and maintained

OTHER RESPONSIBILITY

- Performs any other related duties, which may be assigned.

PERFORMANCE STANDARDS

- Letters, memoranda and reports produced accurately and within agreed time frame
- Incoming and outgoing correspondence recorded accurately and distributed promptly
- Minutes produced accurately and in the agreed standard
- Effective maintenance of filing system and records management in accordance with the GOJ RIM Policy
- Confidentiality and integrity exercised at all times
- Documents photocopied and faxed as required
- Appointments scheduled and diary maintained accurately as established
- Telephone answered promptly and politely
- Visitors received courteously
- E-mail downloaded and forwarded as established
- Accurate and timely completion of tasks assigned
- Performance standards maintained at all times.

REQUIRED COMPETENCIES

Core

- Good interpersonal skills
- Good oral communication skills
- Good written communication skills

- Excellent customer and quality focus skills
- Good problem solving and conflict management skills
- Good teamwork and cooperation skills

Technical

- Proficiency in typing memoranda and letters accurately, promptly and within agreed timelines
- Proficient in records management, filing systems and document tracking
- Proficient in Microsoft Office Suite applications, Word, EXCEL, Outlook, Teams, Planner
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- 2 or more CXC/GCE O' Levels (or equivalent) including English Language
- Successful completion of the Certified Administrative Management (Level 2) course of study at the Management Institute for National Development (MIND)
- 5 years general office experience

OR

- Successful completion of the Certified Professional Secretary Course
- English Language at CXC/GCE 'O' level
- Successful completion of the prescribed course at the Management Institute for National Development (MIND) Training in the relevant software applications e.g. word, database and Spreadsheet
- 5 years general office experience

OR

- Graduate from an accredited school of Secretarial Studies
- Successful completion of the prescribed course at the Management Institute for National Development (MIND)
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more
- Training in the relevant software applications e.g. word, database and spreadsheet
- 5 years general office experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Nil

AUTHORITY

- Nil

**Applications accompanied by resume should be submitted no later than
Friday, September 11, 2022 to:**

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

We appreciate your responses; however only short-listed applicants will be contacted.

