



*Houses of Parliament
Jamaica*

Gordon House, 81 Duke Street, Kingston, Jamaica

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Email: clerk@japarliament.gov.jm

Website: <http://www.japarliament.gov.jm>

SENIOR SECRETARY (OPS/SS 3)

Applications are invited from suitably qualified persons for the post of **Senior Secretary (OPS/SS 3)** at the **Houses of Parliament (vacant)**. The salary range is \$922,914-1,097,055 per annum plus the applicable allowance.

JOB PURPOSE

The incumbent will be responsible for providing secretarial and administrative support to the Director, Corporate Services the Corporate Services Division.

MAIN DUTIES AND RESPONSIBILITIES

- Types correspondence, reports and other documents for the Director, Corporate Services
- Sends and receives electronic mails, calls and makes appointments
- Takes minutes at meetings
- Organises and maintains proper filing system
- Arranges for the dispatch of outgoing mails and maintains appropriate records
- Assists the Director, Corporate Services, with the planning, coordination and organisation of workshops and meetings
- Keep up-to-date diary of appointments, meetings and any other matters
- Receives and screens telephone calls and directs them accordingly
- Makes travel arrangements for Parliamentarians and staff, on behalf of the Director, Corporate Services
- Ensures that all files are maintained in a secure environment
- Prepares agendas and relevant documents for meetings

REQUIRED SKILLS/COMPETENCIES

- Proficiency in Typing at a speed of 50-55 w.p.m.
- Good time management and organizational skills
- Excellent oral and written communication skills
- Must be able to work under pressure
- Excellent interpersonal and team building skills
- Ability to work on own initiative
- Proficiency in the use of Microsoft Office Suite

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Successful completion of Certificate in Administrative Management Level 2 (CAM 2)
- Four (4) passes in CSEC including English Language
- Three (3) years' experience in general office procedures or related area

Application accompanied by resume should be submitted **no later than Friday, September 20, 2019** to:

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston
Email: clerk@japarliament.gov.jm

Please note that only short listed applicants will be contacted.