



Houses of Parliament

Jamaica

Gordon House, 81 Duke Street, Kingston, Jamaica

Tel.: (876) 922-0200 **Fax:** (876) 967-1708

Email: clerk@japarliament.gov.jm

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

EXECUTIVE SECRETARY 1 PAY BAND 5 (OPS/SS 4)

Applications are invited from suitably qualified persons for the post of **Executive Secretary 1, Pay Band 5 (OPS/SS 4) vacant** at the Houses of Parliament. The salary range is \$1,984,305-\$2,668,670 per annum.

Job Purpose

The Executive Secretary will be responsible for providing secretarial and administrative support to the Deputy Clerk to the Houses.

Key Responsibilities

- Conducts global research on Human Resource metrics and best practices to inform policy.

Technical/Professional

- Provides secretarial support to the Deputy Clerk to the Houses, including typing and preparing documentation using Microsoft Office Suite;
- Composes letters, memoranda, reports, announcements, briefs as required and submit them for the Deputy Clerk's review and signature;
- Tracks and responds to emails as appropriate; monitor the provision of photocopying services
- Appropriately screens and answers all telephone calls, takes messages and responds to queries;
- Proactively manages the diary of the Deputy Clerk to the Houses, making and confirming appointments and meetings;
- Prepares agenda and minutes for meetings and organizing relevant information and documents;
- Takes minutes at meetings and reproduces and distribute in accordance with established guidelines;

- Monitors the status of deliverables from managers within the division as required, and inform the Deputy Clerk accordingly;
- Maintains inventory of stationery and equipment for the Deputy Clerk to the Houses' office;
- Makes requisitions for materials as required by the Deputy Clerk to the Houses' office;
- Makes travel arrangements and prepares itinerary for overseas official travel for Parliamentarians and staff;
- Arranges for the dispatch of outgoing mail and maintains appropriate records;
- Establishes and maintains filing system for the timely retrieval of information both manual and electronic, and archiving of documents and files as they relate to the Deputy Clerk's office;
- Maintains office practices and procedures to ensure confidentiality and security of information;
- Coordinates Divisional meetings, workshops, for and on behalf of the Deputy Clerk to the Houses;
- Compiles and disseminates information to internal and external personnel as required;
- Liaises with the Jamaica Printing Services Limited regarding the submission and stages of completion of Bills for delivery to the Parliament;
- Monitors the submission of reports from Parliamentarians and staff after returning from overseas travel to attend workshops, seminars and conferences;
- Assists with the preparation of the Report of the Standing Finance Committee;
- Attends meetings of the Standing Finance Committee with the Deputy Clerk to the Houses;
- Assigns duties to Research Interns for the preparation of papers for staff and parliamentarians for presentations at seminars, workshops and conferences locally and overseas;
- Compiles information needed from the Deputy Clerk for the inclusion of the Annual Report;
- Acts as liaison between the Commonwealth and Regional Parliamentary Bodies and the Parliament of Jamaica on matters assigned to the Deputy Clerk to the Houses.

Required Knowledge, Skills and Competencies

- Excellent organizational skills
- Excellent oral and written communication skills
- Excellent customer relations skills
- Good interpersonal skills
- Confidential
- Excellent time management skills
- Ability to work on own initiative and under pressure
- Excellent administrative and secretarial skills
- Proficiency in Microsoft Office Suite

Minimum Qualification and Experience

- CXC or GCE O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND), or any accredited Secretarial Studies, proficiency in typewriting at

speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years general office experience.

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g. word processing, database and spreadsheets; English Language at CXC or GCE O' Level; completion of appropriate Office Professional Training Course at Management Institute for National Development plus five (5) years general office experience.

OR

- Successful completion of Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O' Level; training in the use of a variety of computer software applications and five (5) years general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Application accompanied by résumé should be submitted **no later than Friday, November 10, 2023** to:

Clerk to the Houses 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.