

EXECUTIVE SECRETARY (OPS/SS 4) (VACANT)

Salary Range \$1,160,837 – 1,379,871 p.a.

Travelling Allowance \$272,328. p.a.

JOB PURPOSE

The Executive Secretary is required to proactively, diligently and independently manage, organize, monitor and execute a wide variety of secretarial and administrative duties to enhance and simplify the work processes and operations of the Office of the Postmaster General (PMG) while exhibiting a high level of confidentiality.

KEY RESPONSIBILITIES

- Assists with monitoring matters that have been passed to direct reports and other Senior Managers for action, ensuring that they are pursued to finality, and appraises the PMG of the results.
- Maintains the PMG diary electronically by recording appointments, meetings, and visits etc. on a day-to-day basis and confirms, cancels and reschedules appointment.
- Manages correspondence by maintaining database and manual record for logging and dispatching of documents.
- Organizes and attends meetings, makes notes and produces minutes for dissemination and follow-up action.
- Develops and maintains a records management and information system for the Office.
- Researches and collates information to brief the PMG in preparation for meetings and other events.

REQUIRED COMPETENCIES

- Good interpersonal skills;
- Good oral and written communication skills;
- Good planning and organizational skills; and
- Ability to work with others in the pursuit of team goals.

MINIMUM REQUIRED 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 a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduation 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 spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience

Please forward application with resume, no later than Friday, July 22, 2022 to:

**Director of HRMD
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

NB: Only short-listed candidates will be contacted.