



**SENIOR SECRETARY
LEVEL 4**

Applications are invited from suitably qualified candidates to fill the following positions within the **Land Titles Division**, at the National Land Agency.

The successful candidates will report to the Manager, Legal Services/Deputy Registrar of Titles

Job Purpose

To provide effective and efficient secretarial/clerical assistance to the Manager.

Key Responsibilities:

- Typing and preparing correspondence, reports and other documents
- Accurately reproducing manuscripts and briefs prepared by the Manager
- Taking dictation and reproducing notes into final product
- Establishing and maintaining an effective records management system that allows for security, easy access and retrieval of information/documents
- Processing incoming and outgoing correspondence; and ensuring that all matters are routed to the Manager or other relevant persons for attention
- Establishing and maintaining effective liaisons with the Manager and other personnel internally and externally in order to facilitate the smooth flow of communication
- Arranging meetings on behalf of the Manager
- Attending meetings and preparing minutes
- Scheduling routine and special appointments for the Manager
- Monitoring stationery and other miscellaneous items used in the Branch

Required Competencies:

The post-holder should be able to demonstrate:

- High level of confidentiality
- Excellent interpersonal skills
- Good decision making skills
- Good presentation skills

- Excellent oral and written communication skills
- Sound time management skills
- Ability to work on own initiative and under pressure
- Typing/word processing speed of at least 50 words per minute
- Excellent shorthand/note making skills
- Ability to effectively function in a team environment
- Ability to work quickly and under pressure to meet deadlines
- High levels of integrity, professionalism, ethics and ability to meet confidentiality

Minimum required Education and experience

- A certificate in Administrative Management – Level 2
- Four (4) CXC/GCE O’Level subjects including English Language
- Graduate of a recognized Secretarial Institution
- Three (3) years related working experience

Remuneration Package:

Salary Range: \$1,711,060.00 - \$2,301,185.00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **February 18, 2025** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)