



# Memorandum

**To:** All Members of Staff  
**From:** Donna-Marie Madourie- Brown (Mrs.)  
Director, Human Resource Management & Development  
**Date:** August 28, 2024  
**Subject:** **INTERNAL AND EXTERNAL CAREER OPPORTUNITY – EXECUTIVE MANAGEMENT UNIT**

Applications are invited from suitably qualified candidates to fill the following position within the **EXECUTIVE MANAGEMENT UNIT**, at the National Land Agency.

## **ADMINISTRATIVE ASSISTANT (VACANT POST)**

This position reports to the Chief Executive Officer.

### **Job Purpose**

- To provide direct and confidential administrative support to the CEO, ensuring effective and efficient workflow with the internal and external customers.
- To perform, coordinate and oversee administrative and secretarial duties as required by the Chief Executive Officer.

### **Key Responsibilities:**

#### *Technical/Professional Responsibilities*

- Ensures that administrative and secretarial support are provided at the CEO's meetings with internal and/or external parties.
- Liaising with Directors and Managers to ensure that the CEO is kept informed on issues that are likely to impact on the operations of the Agency, to enable quick response for problem solving.
- Making international travel arrangements for all officers within the Agency required to travel overseas, such as preparing the relevant requests visa and passport applications; flight and hotel reservations, transportation in accordance with the stipulated Ministerial regulations.
- Schedules and manages appointments as required by the CEO.
- *Coordinates and manage meetings, local and overseas assignments and travel for the CEO.*
- *Prepares special reports, internal/external correspondence and papers as required.*
- *Prepares reports in conjunction with Directors and Managers, for presentation to various levels of management, Boards and the policy directorate; both internal and external.*
- *Reviews and critique reports and correspondence destined for external circulation before the CEO's signature can be affixed.*
- *Represents the CEO and Agency at functions/meetings in the performance of the various assignments attached to the Office of the CEO.*
- *Receives and screens communications to the CEO, including telephone calls and provides assistance using independent judgement to determine those requiring priority.*
- *Follow-up on directives issued by the CEO to ensure their timely completion and compliance.*
- *Coordinates special projects, internally or externally, as instructed by the CEO.*
- *Prepares meeting Agendas, attend meetings and takes minutes/notes at meetings, reproduce and distributes in accordance with established guidelines.*

- *Provides follow-up to assignments given to Management Staff by the CEO and provide relevant status reports to the CEO.*

**Required Skills/ Competencies**

The jobholder should be able to demonstrate:

- Good time management and organisational skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Teamwork and Cooperation
- Good use of initiative and analytical thinking
- Client and Quality Focus/Commitment to Service Quality
- Adaptability
- High level of integrity and confidentiality
- Problem Solving and decision making
- Well developed note taking skills
- Strong interpersonal skills
- Ability to work well under pressure and meet deadlines

**Minimum Required Qualifications and Experience:**

- Undergraduate degree in Management/Administration or relevant certification in Secretarial disciplines.
- A minimum of three (3) years related experience.
- Competent in the use of Microsoft Office Suite.
- Sound knowledge of NLA's operations, products and services would be an asset.

**Remuneration Package:** - Salary Range: \$ 3,501,526.00 - \$ 4,709,163.00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **September 13, 2024** to [jobapplications@nla.gov.jm](mailto: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.**