



Applications are invited from suitably qualified candidates to fill the following position within the **CORPORATE LEGAL SERVICES DIVISION**, at the National Land Agency.

**SENIOR SECRETARY  
(LEVEL 4)**

This position reports to the Manager, Corporate Legal Services.

**Job Purpose**

To provide effective and efficient secretarial assistance to the Manager.

**Key Outputs**

- Correspondence processed.
- Schedules of manager monitored.
- Minutes/manuscripts reproduced.
- Prepare Reports prepared.
- Records management system maintained
- Stationery monitored.

**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 Division.
- Preparing the Acquisition and Divestment Reports.

#### **Performance Indicators**

- Letters and other correspondence are consistently error free and delivered in time specified.
- Engagements for the Manager are accurately logged and reminders provided in a timely basis
- Records are professionally and safely filed and easily retrieved.
- Stationery is supplied to the Division using the reorder-point approach.
- Confidentiality and integrity are maintained in the execution of duties.

#### **Required Competencies/Skills:**

The post-holder should be able to demonstrate:

- High level of confidentiality.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Sound time management skills.
- Sound work ethics
- 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
- Excellent computer skills i.e. proficiency in the use of MS Office applications including MS Word and MS Excel

#### **Minimum Required Qualifications 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- 2,301,185 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **July 28, 2025** 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.](#)**