



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

SENIOR SECRETARY (VACANT)

The position reports to the Operations Manager

Job Purpose

To provide effective and efficient administrative and secretarial assistance to the Manager and/or Senior Building Officer.

Key Responsibilities:

- Typing and preparing correspondence, reports, and other documents
- Accurately reproducing manuscripts and briefs prepared by the Manager/Building Officers
- Taking dictation and reproducing notes into a final product
- Establishing and maintaining an effective records information and 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
- Receives and makes telephone calls for and on behalf of the Manager
- Assists in the preparation of Standard (e.g. monthly) Reports
- Scheduling routine and special appointments for the Manager
- Monitoring stationery and other miscellaneous items used in the Branch
- Tracking of all recurrent bills/invoices

Other Responsibilities:

- Liaise with contracted suppliers for information and follow-up
- Organize meetings
- Coordinates Operations Manager's calendar
- Under the direction of the Operations Manager take minutes at various meetings
- Assist with creating monthly and adhoc reports
- Follow up with Administrators, Asset Management and Inventory Officer, Senior Administrator and Building Officers
- Assist with contract administration for Agency and Government House projects
- Maintains contact with Government House stakeholders
- Creates and properly file all incoming documents
- Records all incoming and outgoing documentation
- Maintains supplies to Operations Manager's Office

- Liaises with the procurement unit to assist in coordinating activities

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: \$1,711,060.00 – 2,301,185.00 p.a

A letter of Application accompanied by a Résumé should be submitted no later than **July 31, 2024**.

**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.](#)