



Ministry of Justice

BALANCING RIGHTS AND RESPONSIBILITIES

Career Opportunities

1. The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Senior Secretary (OPS/SS 3) (vacant)** in the Victim Services Branch, Social Justice Division; salary range **\$1,711,060.00 - \$2,301,186.00 per annum**.

JOB PURPOSE

Under the supervision of the Director, Victim Services, the incumbent has responsibility to provide high level administrative and executive support to the National Office. This involves handling information requests and performing clerical/secretarial functions such as preparing correspondences, receiving visitors, arranging conference calls, interacting with both internal and external executives as well as consultants to coordinate a variety of complex meetings.

REQUIRED QUALIFICATION AND EXPERIENCE

- CXC/GCE O' Level English Language; successful completion of the Certificate in Administrative Management (CAM) level 2 at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus 4-5 years general office experience.
OR
- 2. 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 spreadsheets; English Language at CXC/GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND) plus 4-5 years general office experience

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor **no later than Wednesday, July 30, 2025 to:**

Senior Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

or via

Website: moj.gov.jm/careers/apply

The Ministry of Justice thanks all applicants for their interest, however only those shortlisted will be contacted.