



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 Public Procurement Branch, Corporate Services Division; salary range \$1,711,060.00 - \$2,301,186.00 per annum.

JOB PURPOSE

Under the direction of the Director 3, Public Procurement, the incumbent provides secretarial support.

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

- 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.