

MINISTRY OF JUSTICE Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Executive Assistant to the Permanent Secretary (GMG/SEG 1) (not vacant)** in the **Executive Office**; salary range \$3,501,526.00 - \$ \$4,709,163.00 per annum.

JOB PURPOSE

To support the operation of the Office of the Permanent Secretary by providing efficient and effective administrative services to the Permanent Secretary to ensure that the practices and procedures are consistent with Government Regulations/Guidelines.

REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Social Science with strong research component
- Three (3) years' relevant work 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 Friday, February 14, 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, but only those shortlisted will be contacted.