

MINISTRY OF JUSTICE Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the following positions:

1. **Executive Secretary 1 (OPS/ SS 4) (vacant)** in the Executive Office; salary range \$2,190,302.00 - \$2,945,712.00 per annum.

JOB PURPOSE

To support the operation of the Executive Office by providing efficient and effective secretarial and administrative support services to the Honourable Minister of Justice.

REQUIRED QUALIFICATION AND EXPERIENCE

- CXC/GCE O'level English Language; successful completion of the prescribed course of study 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;
- Five (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 Friday, November 15, 2024 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.