

## MINISTRY OF JUSTICE Career Opportunity

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

1. **Secretary 2 (OPS/ SS 2) (vacant)** in the Justice Training Institute; salary range **\$1,439,455.00** - **\$1,935,907.00** per annum.

### JOB PURPOSE

To provide efficient and effective secretarial support services to the Justice Training Institute.

### REQUIRED QUALIFICATION AND EXPERIENCE

- CXC/GCE O'level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the Office Professional Training Course at the Management Institute for National Development (MIND);

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](http://moj.gov.jm/careers/apply)

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