

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) (not vacant)** in the Public Law, Restorative & Preventative Justice Unit, Justice Policy and Governance Division; salary range \$1,439,455.00 - \$1,935,907.00 per annum.

JOB PURPOSE

To provide efficient and effective secretarial support services to the Public Law, Restorative and Preventative Justice Unit.

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

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