

## MINISTRY OF JUSTICE

### Career Opportunity

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 Criminal & Civil Justice Division; salary range \$1,711,060.00 - \$2,301,186.00 per annum.

#### JOB PURPOSE

Under the direction of the Director, Criminal and Civil Justice, the Senior Secretary liaises closely with the CCJ team by providing a wide range of administrative services and support. The Senior Secretary supports in routine processes, conducts minor research, prepares various routine and specialized administrative documents and correspondence; and coordinates, oversees and maintains day-to-day office operations.

#### REQUIRED QUALIFICATION AND EXPERIENCE

- CXC or GCE 'O' Level English Language; successful completion of the prescribed Secretarial 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, plus four (4) to five (5) years' general office experience.  
OR
- Graduate 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 spread sheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience.  
OR
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute; English Language at CXC or GCE 'O' Level; training in the use of a variety of computer software applications and four (4) to five (5) years' general office experience plus the appropriate 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, June 6, 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](http://moj.gov.jm/careers/apply)

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