

MINISTRY OF JUSTICE Career Opportunity

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

1. **Senior Secretary (OPS/ SS 3) (not vacant)** in the Project Management and Technical Services Division; salary range \$1,711,060.00 - \$2,301,186.00 per annum.

JOB PURPOSE

The incumbent provides secretarial support services to ensure the efficient and effective operations of the Project Management and Technical Services Division.

REQUIRED QUALIFICATION AND EXPERIENCE

- CXC/GCE O'level English Language; successful completion of the prescribed course of study (Certificate in Administrative Management Level 2) 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;
- Four to five (4-5) 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.