

## 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 **Executive Office**; salary range **\$1,711,060.00 - \$2,301,186.00** per annum.

### JOB PURPOSE

Under the direction of the Permanent Secretary, the Senior Secretary provides efficient and effective secretarial support services to the Permanent Secretary and stakeholders.

### REQUIRED QUALIFICATION AND EXPERIENCE

- CXC/GCE O'level English Language; successful completion of the Certificate in Administrative Management (CAM) 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, plus at least 4 years' general office experience.

OR

- Graduation 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 spreadsheets; English Language at CXC/GCE O'level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND) plus at least 4 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, February 14, 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, but only those shortlisted will be contacted.