



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following position:

ADMINISTRATIVE SUPPORT OFFICER

Core Duties

- Handles all incoming and outgoing correspondence, telephone calls and appointments for the Registrar of Political Parties.
- Coordinates and attends meeting and takes minutes for reproduction.
- Performs follow-ups to secure timely responses from internal Units and external entities to correspondence emanating from the Unit.
- Provides typing duties for the production of letters, memoranda, minutes, reports and other official documents.
- Maintains manual and electronic record of election campaign financing submissions and declarations by candidates, contributors and political parties.
- Gathers information and assists in the compilation of reports on project related activities within the office.
- Maintains up-to-date record of registered political parties.
- Records appropriately notices issued and publications listed in the *Gazette* on election campaign financing, political party registration and related matters.

Minimum Qualification and Experience

- Diploma in Secretarial Studies from an accredited institution **and/or** Certified Administrative Management (CAM) Level 2 Certificate from the Management Institute for National Development (MIND).
- Proficiency in standard computer applications (Microsoft Word, Excel, PowerPoint)
- Minimum of three (3) years' experience as an administrative support

Salary Band: \$969,060 - \$1,151,908 per annum

**Applications should be submitted by Monday May 10, 2021 to:
The Director, Human Resource Management
P.O. Box 671, G.P.O., Kingston
Email: hr@ej.com.jm**

We thank all applicants for their interest but only shortlisted candidates will be contacted.