



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

REGIONAL SECRETARY (OPS/SS 2) – REGION 5 (CLARENDON)

Core Duties

Job Summary

Performs all administrative/clerical functions associated with the efficient operation of the Regional Manager's office.

Core Duties

- Handling of incoming and outgoing correspondence and telephone calls.
- Maintenance of adequate levels of stationery and office supplies within the Unit
- Coordinating/Attending meetings and taking minutes for reproduction.
- Assists the Regional Manager in gathering and preparing information associated with field exercises.
- Maintains a suitable filing system at the Regional Office.
- Assists with the packaging and distribution of election materials for constituencies within the region.

Minimum Qualification and Experience

- Five (5) CXC/CSEC subjects inclusive of English Language and Mathematics with passes at grades 1, 2, or 3.
- Certificate in Secretarial/Administrative Studies from an accredited institution
- Proficiency in standard computer applications (Microsoft Word, Excel, PowerPoint)
- Minimum of three (2) years' experience at a similar level.
- Designation of Certified Professional Secretary (CPS) is desirable.

Salary band: \$781,230 - \$928,637 per annum

**Applications should be submitted by Friday January 21, 2022 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.