



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

SECRETARY (OPS/SS2) – HEAD OFFICE (KINGSTON)

Job Summary

Performs all administrative/clerical functions associated with the efficient operation of the Finance & Accounts Department.

Core Duties

- Maintaining a proper filing system
- Prepares and processes confidential correspondence and reports to the Ministry of Finance; composes and types routine correspondence, memos, letters and reports
- Assists Accounting personnel in preparation of financial documents
- Maintaining stationery and office supplies as appropriate
- Answering telephone calls, recording messages and bringing same to the attention of the Director of Finance & Accounts
- Timely dispatch of all correspondence, inclusive of fax to relevant contacts.
- Communicates with suppliers, clients, or any other persons in order to give or obtain information related to area of activities

Minimum Required Qualification and Experience

- Five (5) CSEC subjects inclusive of English Language and Mathematics and 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 two (2) years' experience at a similar level.
- Training in accounting/experience in an accounting environment would be an asset.

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.