



THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the post of

SECRETARY (OPS/SS 2) Region 1 (Portland)

Core Functions

- Performs all administrative/clerical functions associated with the efficient operation of the Regional Manager's office.
- Handling of incoming and outgoing correspondence and telephone calls.
- Maintenance of adequate levels of stationery and office supplies within the Unit
- Coordination of meetings/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.
- Preparation of monthly reports

Minimum Required Qualification and Experience

- FIVE (5) CXC/CSEC subjects inclusive of English Language and Mathematics with passes at grades 1, 2, or 3.
- Diploma in Secretarial Studies from an accredited institution or Certified Administrative Management (CAM) Level 2 from the Management Institute for National Development (MIND)
- Proficiency in standard computer applications (Microsoft Word, Excel, PowerPoint)
- Minimum of two (2) years' experience at a similar level.
- Designation of Certified Professional Secretary (CPS) is desirable.

Applications should be submitted by Friday June 10, 2022 to:

**The Director, Human Resource Management
Email: hr@ej.com.jm**