



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following position:

SECRETARY (OPS/SS 2)

- Region 4 (Manchester)
- Region 6 (St. Catherine)
- Zone East (Kingston & St. Andrew)

Job Summary

Performs all administrative/clerical functions associated with the efficient operation of the Regional & Zonal Managers' 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/ Zonal 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: \$1,124,500 - \$1,512,328 per annum

Applications should be submitted by January 29, 2023 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.