



THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the post of

SECRETARY (OPS/SS 2) – (KINGSTON)

Job Summary

Provision of administrative support to the Director – Finance & Accounts and accounting personnel in general.

Core Functions

- 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 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.
- Certified Administrative Management (CAM) Level 2 Certificate from MIND.
OR Diploma in Secretarial 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 the accounting field/experience in an accounting environment would be an asset.

Remuneration: \$1,124,500 - \$1,512,328 per annum

Applications should be submitted by March 4, 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