



Applications are being invited from suitably qualified persons to fill the following vacancy:

- **Senior Secretary, (OPS/SS 3) – 3 positions, Headquarters**

Minimum Qualifications/Experience

- Certificate in Administrative Management Level 2 from the Management Institute for National Development (MIND), or any equivalent programme
- Certificate in Secretarial Studies from a recognized institution
- Five (5) subjects at CXC/GCE 'O' Level including English Language
- Minimum of three (3) years working experience in a similar environment

Specific Knowledge and Skills

- Proficiency in the use of computer applications
- Sound administrative and secretarial background
- High degree of confidentiality and reliability
- Excellent communication and interpersonal skills

**Salary Scale \$969,060.00 to \$1,151,908.00 p.a. (As of April 1, 2020)**