



## **EXECUTIVE SECRETARY (OPS/SS 4) – Headquarters**

### **Job Purpose**

The Executive Secretary provides secretarial and administrative support to the office of the Director General to ensure the smooth operation of the Executive Office.

### **Key Responsibilities**

- Develops and monitors calendar and diary for meetings, appointments, assignments and events and coordinates all travel arrangements for the Director General
- Identifies and resolves routine problems and situations that may hinder the effective work flow in the Executive Office.
- Maintains an appropriate system to control and safeguard confidential documents, files and reports
- Maintaining communication with Board of Management members as requested
- Ensures that urgent matters are re-routed for immediate attention in the absence of the Director General
- Researches files and consults officers as directed to procure information needed for replies to correspondence and other requests
- Makes travel arrangements and prepares submissions to the relevant Ministry/Authority
- Provides support for executive meetings
  - i. Making arrangements for venue/meeting room and refreshments
  - ii. Recording and transcribing minutes
  - iii. Drafting agenda and reports for meetings
  - iv. Preparing and compiling documents for review/circulation
  - v. Advising the Director General of related Actions from meetings
  - vi. Ensuring the circulation of minutes prior to meetings
- Prepare reports as directed
- Keep abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility

### **Required Competencies/Skills/Knowledge**

Core Competencies:

- Oral Communication
- Written Communication
- Teamwork & Cooperation

- Customer & Quality Focus

Technical Competencies:

- Administrative Management
- Records Management
- Database Management
- Information Communication Technology
- Planning & Organizing Skills

Knowledge/Skills:

- Knowledge of office management principles, practices and procedures
- High level of professionalism, confidentiality and integrity
- Well-developed communication and interpersonal skills
- Sound knowledge of government operation and protocol
- Ability to manage workloads and prioritize
- Demonstrated ability to be self-directed and well organized
- Proficiency in the relevant Microsoft Office applications

**Minimum Qualification/Experience**

- Certified Professional Secretary (CPS/CAP) Designation and English Language at CXC or equivalent
- At least five years' providing support at the executive level plus
- Diploma in Administrative Management Programme at the Management Institute for National Development (MIND); or a combination of related training and experience

**Special conditions associated with the job**

- May be required to work outside of normal working hours from time to time to include weekends and holidays

**Salary Scale: \$1,116,190.00 - \$1,326,799.00 p.a.**

**Commuted Allowance: \$597,048.00 p.a.**