Career Opportunity

Jamaica Library Service

- **Senior Secretary, (OPS/SS 3) – Band 4, Headquarters - three (3) positions**

The Jamaica Library Service invites applications from suitably qualified persons to fill the three (3) Senior Secretary positions. The incumbent will be required to provide administrative/secretarial support to the Director of Human Resource Management, Director of Public Library Network or Director of Information Technology.

Minimum Qualification & Experience

- Certificate in Administrative Management – Level 2
- Secretarial training from a recognized institution
- Five (5) CXC/GCE subjects including English Language
- Four (4) years' experience as a Senior Secretary

Required Competencies

- Excellent Customer Service Skills
- Excellent oral and written communication skills
- Knowledge of Public Sector policies and procedures
- Proficiency in the use of relevant computer applications
- Good time management skills

Salary Scale: $1,796,613.00 p.a, to $2,416,245.00 p.a.