



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

EXECUTIVE SECRETARY 1 (OPS/SS 4) INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE

SALARY SCALE: \$954,390.00 – \$1,134,470.00 PER ANNUM AND ANY ALLOWANCE(S) ATTACHED TO THE POST.

JOB PURPOSE:

Under the general direction of the Executive Director the Executive Secretary is responsible for organizing and administering a range of administrative and secretarial activities related to the Executive Director's portfolio.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Ensures that all correspondence of a general or routine nature received by the Executive Director in a timely manner;
- Handles directly some aspects of the ED's correspondence by preparing drafts for vetting after research;
- Solves some problems by interfacing with the appropriate Ministry Senior Staff, its portfolio entities, other Government entities as well as the private sector as required;
- Arranges meetings for the ED;
- Prepares/Draft pre-conference papers for the ED and attending meeting with her as the need arises;
- Ensures that the ED receives reports on specific areas of the Institute's operations by due dates and in the correct format;
- Compiles itineraries for the Executive Director;
- Makes travel and accommodation arrangements for the Executive Director when necessary;
- Reviews Cabinet Submissions, Cabinet Notes and Technical Papers received from Directorates and portfolio entities of the Ministry for submission to the Permanent Secretary;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook programme with both the Director of Policy, the Director of Corporate Planning and Performance Monitoring and the Administrative Assistant;
- Works closely with ED and other Senior Directors to verify the inputs, priorities and format of policy papers and cabinet submissions as necessary;
- Liaises with Cabinet Office in respect to Legislation Programme and the implementation of Cabinet Decisions;
- Aids in the preparation of the Institute's Annual Budget using Microsoft Excel and other related software.
- Keeps the Executive Director up-to-date on the status of Projects, Contracts, and Annual Reports;

- Assists in the preparation of Corporate and Operational Plan for the Directorate using Microsoft Excel and PowerPoint and other related software;
- Drafts letters and memos for the Executive Director's signature;
- Drafts responses to customer complaints in respect to the services and operations of the Institute;
- Handles routine correspondence on behalf of the Executive Director by retrieving and sending correspondence from intranet and Internet;
- Routine checking of the Executive Director's email account;
- Maintains the Executive Director's diary (both electronically and written) recording appointments, meetings visit etc. on a day-to-day basis. Confirm, cancel and reschedule appointment on the Senior Director's behalf;
- Performs any other related duties delegated by the Executive Director

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Typical office environment, no adverse working conditions;

REQUIRED SKILLS AND COMPETENCIES:

- Sound command of English
- Ability to communicate effectively, both orally and in writing;
- Ability to record and transcribe meeting minutes;
- Ability to maintain calendars and schedule appointments;
- Ability to create, compose, and edit written materials;
- Organizing and coordinating skills;
- Proficiency in MS Office software;
- Team player with the ability to work on own initiative;
- Ability to work under pressure and meet deadlines.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four CXC's or GCE's subjects including English Language and a numeric subject;
 - Certificate/Diploma in Secretarial Studies from a recognized institution;
- And**
- Executive Secretaries Course-(CAM 3) MIND;
 - Four (4) years or more secretarial/administrative experience in related field.

Interested persons should forward their application and résumé **NO LATER THAN Friday, October 13, 2017** to the:-

**Director Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6
Email: vacanciesfslab@gmail.com**

Please note that we thank all for responding but only shortlisted applicants will be contacted.