



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITY

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

Secretary 2 (OPS/SS 2) (Not Vacant)

Applications are invited from suitably qualified officers to fill the positions of **Secretary 2 (OPS/SS 2) (Not Vacant)**.

1. JOB PURPOSE

Provide professional secretarial services to facilitate the efficient operation of the Department.

2. KEY RESPONSIBILITIES

- Takes dictation and reproduces letters, memoranda, and reports from draft
- Attends meetings to record minutes and reproduce same for circulation
- Responds to routine and other correspondence
- Files correspondence and other materials and maintains a record of the movement of files
- Maintains a system for the control of permanent and other files
- Faxes/photocopies documents
- Maintains diary and schedules appointments and meetings
- Accesses and sends e-mail via internet
- Directs telephone calls and messages
- Assembles and disseminates information to internal and external personnel as requested
- Performs any other related duties that may be assigned from time to time.

3. REQUIRED SKILLS/COMPETENCIES

- Good interpersonal skills
- Excellent oral and written communication skills
- Excellent customer relations skills
- Good problem solving and conflict management skills
- Proficient in use of relevant computer applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government /Knowledge of the Ministry's policies and procedures

4. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

Four (4) or more CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed secretarial course of study (Certificate in Administrative Management one (CAM1) at Management Institute for National Development (MIND) or any accredited secretarial studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute plus at least two (2) general office experience.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Wednesday, June 11, 2025** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: resume@mlss.gov.jm

Please note that only shortlisted persons will be contacted.