



## MINISTRY OF MINING & TELECOMMUNICATIONS

Applications are invited from suitably qualified persons for the following positions in the Ministry of Mining and Telecommunications:

- **ADMINISTRATIVE ASSISTANT (SEG 1)**
- **EXECUTIVE SECRETARY 2 (OPS/SS 5)**
- **SENIOR SECRETARY (OPS/SS 3)**
- **WEB PROGRAMMER (MIS/IT 3)**

### **Administrative Assistant (SEG1)**

Provides administrative support to the Permanent Secretary in accomplishing the Ministry's mandate.

### **Qualification and Experience**

- B.Sc. - Public Administration/Social Sciences with two (2) years experience in a related area

OR

- B.A. - Administrative Management with two (2) years experience in a related area

OR

- Certificate/ Diploma in Management with ten (10) years experience in a similar position

### **Competencies**

Should be pro-active; possess excellent communication skills and the ability to exercise good judgement.

### **Executive Secretary 2 (OPS/SS5)**

Provides secretarial support at a very senior level, managing the logistics of the office, facilitating timely communication and ensuring that deadlines are met.

#### **Qualification**

- Graduate of a recognized secretarial college with a pass in GCE/CXC English Language;
- Certified Professional Secretary accreditation;
- Successful completion of the prescribed course of study for Executive Secretaries at MIND;
- Shorthand speed 120 wpm

### **Senior Secretary (OPS/SS 3)**

Provides secretarial support to the office by attending meetings and reproducing notes, maintaining diaries and a proper filing system, composing drafts to routine correspondence.

#### **Qualification**

- 4 CXC's or GCE O'Levels with English Language;
- Secretarial Diploma
- Shorthand at 100 wmp

### **Web Programmer (MIS/IT 3)**

Develops and maintains in-house database and other applications for the Ministry's web site; works with partners and internal teams to implement and incorporate new products into current mechanisms to better maintain the Ministry's web site.

#### **Qualification**

University Degree/Diploma in Computer Studies; Information Technology

Applications should be submitted by **30<sup>th</sup> January 2009** and should be addressed to:

The Permanent Secretary  
Ministry of Mining & Telecommunications  
36 Trafalgar Road  
Kingston 10