



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR SECRETARY

JOB SUMMARY:

The Land Settlement Agency is responsible for the coordination of projects and programmes as part of the Government's mandate for the Agency.

The Senior Secretary will be required to provide a high level of administrative support to the Office of the Chief Executive Officer while interfacing with all Units of the Agency. The incumbent would be responsible for gathering, collating research, and analysing matters engaging the attention of the CEO. He/she will ensure the preparation of analytical reports, summaries, and other submissions. The incumbent is also responsible for planning site visits and meetings, recording minutes of meetings, and maintaining the CEO's agenda while coordinating the day-to-day activities of the Office of the CEO.

REPORTS TO:

- Chief Executive Officer

SUPERVISION GIVEN TO:

- Business Operations Assistant 1, Support Staff

DUTIES AND RESPONSIBILITIES:

- Interfaces with other Divisions/Units.
- Interfaces with personnel from the Ministry of Housing and other Agencies on matters relating to the Land Settlement Agency.
- Maintains CEO's agenda and assist in planning appointments, board meetings and site visits.
- Prepares correspondences, reports, minutes of meetings, and other material as required
- Files, stores and retrieves information.
- Maintains calendar of events, schedules appointments and arranges a daily programme.
- Assists internally and/or externally with coordinating of arrangements for public functions.
- Organizes and maintains an efficient inventory system with respect to all office equipment and supplies.
- Circulate letters, reports, information packs, minutes of meetings and other written

information as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of relevant Public Service rules, regulations, instructions and procedures.
- Considerable knowledge of office management principles and techniques.
- Knowledge of relevant financial rules and regulations.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Ability to compile, analyse and present data.
- Ability to communicate effectively both orally and in writing.
- Ability to interact effectively with staff, elected officials and constituents.
- Expertise in typing, shorthand and organization skills.
- Sound skills in English Language, communications and human relations.
- Familiarity with fax machines, photocopiers, printers etc.

MINIMUM EXPERIENCE AND TRAINING:

- Must possess a minimum of 5 CXC/GCE O'Level passes including English Language.
- A recognized Certificate/Diploma in Administrative Professional Secretaryship;
- Minimum of three (3) years' experience in a similar position;
- Equivalent combination of education and experience.