

CAREER OPPORTUNITY

The Jamaica Anti-Doping Commission (JADCO) an agency of the Ministry of Culture, Gender, Entertainment and Sport (MCGES) invite applications from suitably qualified persons to fill the full-time position of **Senior Secretary (OPS/SS 3)**, in the Human Resource Management and Administration Division.

Job Purpose

Under the general direction of the Director of HRMA, the incumbent provides Secretarial and Administrative support to the Human Resource Management and Administration Unit and is responsible for the overall secretarial and records administration for the efficient operation of the Commission.

Key Responsibilities

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

1. Composes letters/memoranda from general instructions
2. Prepares documents on behalf of the Director of HRMA
3. Take dictation of letters, memos and reproduce in an accurate and presentable manner
4. Prepares Agenda for meetings and organises relevant information and documents
5. Takes minutes at committee meetings and reproduces and distributes in accordance with established guidelines
6. Receives and directs all visitors to the Commission
7. Schedule appointments for meetings, interviews and maintain diary
8. Operates switchboard to receive, transfer and transmit calls
9. Assist with making arrangements for social events for the Human Resource Management and Administration Division
10. Manages the Records Management System of the Commission

Mandatory Attributes

- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Excellent secretarial skills
- Proficient in the relevant software applications
- Knowledge of the operations of Government/ and the Commission's policies and procedures
- Training in Records and Information Management
- Knowledge of Records Management standards and legislation relating to the current trends and management of records within a medium sized organisation

Special Conditions

- Working outside of regular work hours may be required.

Minimum Qualifications and Experience

- 4 CXC or GCE 'O' Level subjects including English Language and Mathematics along with successful completion of the prescribed

Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies

OR

Diploma in Business Administration/Office Management

- Four (4) years general office experience, one (1) of which should be in Records Management
- Knowledge in the use of variety of software application

Applications accompanied by resumes should be submitted **NO LATER THAN March 22, 2019** addressed to:

**Executive Director
Jamaica Anti-Doping Commission
5-9 South Odeon Avenue
Kingston 10**

Email: hr@jadco.gov.jm

Further details of the post may be obtained from the HRMA Division and the website of the Jamaica Anti-Doping Commission.

We thank all for responding, however only shortlisted applicants will be contacted.