



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **SECRETARY (OPS/SS 1)** in the **Human Resource Management Branch, Human Resource Management and Management Division** with salary ranging from **\$1,439,455 - \$1,935,907 per annum**.

#### **JOB PURPOSE**

The incumbent is responsible for providing comprehensive secretarial support to the assigned Director or Head of Unit, ensuring the efficient daily operations of the Unit. This includes managing routine secretarial tasks such as dictation, drafting correspondence, and handling administrative assignments with professionalism and attention to detail.

#### **KEY RESPONSIBILITIES**

##### **Technical/Professional:**

- Prepares requisition for stationery for the Human Resource Management Unit and ensuring that stock are in place at all times.
- Assist with the security of stationery and office supplies.
- Drafts letters and prepares memoranda from drafts and hand-written notes.
- Transcribes and compiles relevant reports.
- Receives and process incoming mails
- Maintain incoming/outgoing correspondence register.
- Type letters and memoranda
- Schedule appointments and respond to queries.

##### **Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

#### **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

- Good oral and written communication skills;
- Good problem solving and decision-making skills;
- Good interpersonal and customer relations skills;
- Good planning and organizing skills;
- Ability to work under pressure and meet deadlines;
- Ability to use initiative;
- Proficiency with Microsoft Office Suite.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Four (4) CXC or GCE 'O' Level subjects including English Language and a numerical subject;
- Successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND);
- Proficiency in typewriting at a speed of 30-35 words per minute and shorthand at a speed of 80-100 words per minute;
- One (1) year general office experience;.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Critical deadlines for completion of tasks;

- May be required to work beyond the normal working hours;
  - May be required to work on weekends and public holidays;
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Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

**Senior Director, Human Resource Management and Administration**  
**Department of Correctional Services**  
**UDC Building, Block 4**  
**Shop 13-15**  
**12 Ocean Boulevard**  
**Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**