

Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the **Department of Government Chemist**.

Administrative Assistant (GMG/AM 2) (Not vacant)

Salary: \$1,711,060 per annum.

JOB PURPOSE

Under the direct supervision of the Deputy Government Chemist, the incumbent will assist in organizing and administering all secretarial, administrative and clerical activities within the Analytical and Advisory branch in accordance with the established policies and procedures.

KEY RESPONSIBILITY

KEY OUTPUTS:

- Records and filing system maintained
- Logbooks and other technical records maintained
- Agenda and minutes of meeting recorded, prepared and distributed
- Letters, memoranda and other correspondence prepared
- Incoming and outgoing correspondence managed
- Stationery and office supplies ordered and managed
- Confidentiality maintained
- Administrative and Secretarial duties performed

Required Competencies:

- Proficiency in minute-taking and report writing
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Proficiency in typewriting with speed of 40-45 w.p.m.
- Knowledge of the operations of Government/Ministry's policies and procedures
- Advanced word and excel processing skills
- Good Interpersonal and people management skills.
- Ability to multitask and prioritize.
- Effectively manage interpersonal communication & relationship
- Excellent knowledge of Records Management and Office Procedures
- Excellent Time management and organizational skills
- Ability to work under pressure and meet deadlines

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Public Administration or Business Administration or Management Studies.
- Graduation from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute.
- Training in the use of a variety of software applications.
- Two (2) years' experience in a comparable working environment.

OR

- CXC or GCE O' Level English Language or equivalent
- Proficiency in typewriting at a speed of 40-45 words per minute
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND)

OR

- CXC or GCE O' Level English Language
- Proficiency in typewriting at a speed of 40-45 words per minute
- Training in word processing and spreadsheet applications
- Graduated from an accredited Secretarial School
- At least three (3) years' experience in the field.

Applications with résumés are to be submitted **with post in subject line** no later than **Friday June 19, 2026** to:

The Government Chemist
Hope Complex
Old Hope Road
Kingston 6

Jobs@GovernmentChemist.com

We thank all applicants for their interest; however, please note that only short-listed candidates will be contacted.