



Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Ministry of Health and Wellness **Technical Services Division**.

Executive Secretary 1 (OPS/SS4) (not vacant)
\$2,190,302

JOB PURPOSE

Reporting to the Chief Medical Officer, the Executive Secretary is responsible to provide secretarial and administrative support and to ensure the effective and efficient functioning of office of the Chief Medical Officer.

KEY RESPONSIBILITY AREAS

Technical Responsibilities

- Provides secretarial services to the CMO by handling a wide variety of situations and conflicts
- Maintains diary of the CMO's engagements and gives reminders of these appointments.
- Schedules appointments and brief the Chief Medical Officer before the scheduled meetings
- Processes incoming and outgoing correspondence in accordance with established guidelines
- Establishes and maintains an effective filing system that allows security, and speedy retrieval of documents/information in accordance with established standards
- Handles large volume of confidential information, queries, request and complaints from internal and external clients requiring prompt and urgent attention
- Organizes and provides support for meetings hosted by the CMO, including preparing agendas, taking minutes/notes, operating office equipment, and organizing business and social functions on behalf of the CMO.
- Coordinates travel arrangements and prepares itinerary for local and overseas business trips
- Composes letters and memoranda from general instructions and answers routine correspondence
- Liaises with the Chief Medical Officer and members of staff and other officers
- Assists in the preparation and collection of standard reports.
- Interviews visitors and callers to determine the nature of enquiries and route to the relevant officers for attention

Technical Competencies

- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications
- Knowledge of modern office equipment, practices and procedures
- Knowledge of basic office management and records management
- Ability to interact with individuals from diverse cultural backgrounds

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Administrative Management from an accredited tertiary institutions or Certificate in Administrative Management Level 3 (MIND)
- Typing speed of 50-55 words per minute
- Five (5) years' secretarial or general office experience.

Applications with résumés are to be submitted no later than **July 10, 2026, to:**
Senior Director, Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm

The Ministry of Health thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.