



### **SECRETARY (LEVEL 3)**

**Basic salary \$1, 272, 269.00 - \$ 1, 711, 060 per annum**

### **JOB PURPOSE:**

Under the general supervision of the Forest Manager, the Secretary provides secretarial services, maintains confidential files; deals with correspondence; controls telephone and other communication, compiles reports and information; provides customer service to staff; and performs other related duties; and performs other related secretarial duties.

### **KEY RESPONSIBILITY AREAS:**

- Provides Secretarial services to the Forest Manager, Forest Operations:
  - Word processing of dictated letters and memoranda
  - Word processing of draft documents
  - Responding to routine correspondence
  - Taking minutes of meetings and reproduce appropriately
- Maintains confidential records and files by:
  - Organizing and operating a system for confidential files
  - Ensuring that confidential files are at all times available when required
  - Ensuring that confidential records are secured
- Compiles reports and information by:
  - Researching and summarizing written material of interest to the Manager
  - Obtaining information from senior officers internally and/or externally
  - Organizing material and information to meet requirements.
- Controls telephone and other communications by:
  - Receiving, placing, and screening telephone calls
  - Making telephone calls to the Department's personnel and other relevant Ministries and Agencies as directed
  - Assisting with scheduling of appointments for stakeholders
  - Responding to general enquiries
- Ensures an adequate supply of stationery and other forms in regular use by:
  - Maintaining all records pertaining to the receipt and use of stationery
  - Storing stocks in an orderly manner, allowing for easy storage, identification, and retrieval
  - Requisitioning, when necessary, stationery and other disposal items needed
  - Certifying the receipt of these goods on Supply Requisitions and Invoices
- Performs any other related duties as directed by the Forest Manager, Forest Operations.

### **PERFORMANCE STANDARDS:**

- Reports are completed and meet deadlines and quality standards agreed

- Arrangements for meetings are made as agreed
- Meeting agendas and minutes are accurate, comprehensive, and produced to agreed deadlines
- Files are complete, up to date, and organized so that data can easily be retrieved
- Telephone calls and visitors are handled professionally and messages are relayed accurately and in a timely manner
- Follow-up actions from meetings completed within the specified time.
- Adequate stationery and other materials are always available
- Database is kept current
- Accuracy and timeliness of file maintenance and update
- Timeliness of production of documents

**REQUIRED SKILLS/COMPETENCIES:**

- Strong customer orientation skill
- Demonstrates a high level of initiative
- Methodical, well-organized, and with an eye for detail
- Results oriented
- Effective oral and written communication, and typing skills; and discretion with confidential information
- Strong Interpersonal skill
- Sound personal and professional integrity
- Analytical thinking and ability to solve problems
- Proficiency in the use of Microsoft Office Suite technology

**MINIMUM QUALIFICATION AND EXPERIENCE**

- Certificate in Administrative Management Level 1

**OR**

- Diploma or Certificate in Secretarial Studies
- Two (2) years' related experience

Applications along with résumés should be submitted no later than  
**Friday, February 2, 2024 to:**

Senior Director,  
Human Resource Management & Development  
Forestry Department  
173 Constant Spring Road  
Kingston 8  
Email: [hrmd.fd@gmail.com](mailto:hrmd.fd@gmail.com)

***We thank all persons who express an interest; however, only short-listed applicants will be contacted.***