



Applications are invited from suitably qualified candidates to fill the following position within the **ADJUDICATION SERVICES DIVISION**, at the National Land Agency.

**SENIOR SECRETARY (LEVEL 4 BAND 4)
(NOT VACANT)**

This position reports to the Legal Officer 2 within the Adjudication Services Division

Job Purpose

To ensure that daily office operations of the Division are performed in a seamless and efficient manner.

Key Responsibilities:

Management/Administrative Responsibilities

- Assists with planning and convening Adjudication Hearings by making phone calls to Adjudication Committee members and Applicants and providing details of the Hearing;
- Establishes and maintains an efficient records management system in accordance with the Jamaica Archives and Records Department (JARD) policies;
- Prepares all correspondence for matters pertaining to the Adjudication Committees Secretariat;
- Assists with the preparation of Client Information Forms, Claim Forms and Transport Allowance Forms and ensures completion by Adjudication Committee members;
- Generates courier service labels for packages to be dispatched to Adjudication Committee members and liaises with the representative(s) from the courier service to facilitate the smooth delivery of each package;
- Attends Adjudication Committee Hearings, records information accurately and prepares Minutes and Transcripts in a timely manner;
- Proofreads the Minutes of each Hearing and prepares the Agenda for the next scheduled Hearing;
- Maintains a comprehensive log of all invoices received and 'follows up' to ensure that vendors are paid;
- Reviews customer queries pertaining to the status of Adjudication Hearings and or files referred for determination;
- Provides basic information to clients and general public on the role and functions of Adjudication Committees and the mandate of the Adjudication Committees Secretariat;

- Prepares and monitors the Attendance Registers for the Division;

Required Competencies/Skills:

The post-holder should be able to demonstrate:

- High level of confidentiality;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Sound time management skills;
- Sound work ethics;
- Ability to work on own initiative and under pressure;
- Typing/word processing speed of at least fifty (50) words per minute;
- Excellent shorthand/note making skills;
- Excellent computer skills i.e. proficiency in the use of MS Office applications including MS Word and MS Excel;

Minimum Required Qualifications and Experience

- Certificate in Administrative Management – Level 2;
- Four (4) CSEC subjects including English Language;
- Graduate of a recognized Secretarial Institution;
- Three (3) years related working experience;

Remuneration Package: - Salary Range: \$ 1,711,060-\$ 2,301,185.00p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **August 8, 2025** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)