



Applications are invited from suitably qualified candidates to fill the following positions within the **INFORMATION & COMMUNICATION TECHNOLOGY DIVISION**, at the National Land Agency.

**SENIOR SECRETARY  
(VACANT)**

This position reports to the Manager, Systems Support & the Manager, Information Services

**Job Purpose**

To provide secretarial and administrative support to the Manager for the efficient operation of the Unit

**Key Responsibilities:**

*Management/Administrative Responsibilities*

- Typing and preparing correspondence, reports and other documents.
- Accurately reproducing manuscripts and briefs prepared by the Supervisor.
- Taking dictation and reproducing notes into a final product.
- Establishing and maintaining an effective records information and management system that allows for security, easy access and retrieval of information/documents.
- Processing incoming and outgoing correspondence and ensuring that all matters are routed to the Manager or other relevant persons for attention.
- Establishing and maintaining effective liaisons with the Manager and other personnel internally and externally, in order to facilitate the smooth flow of communication.
- Arranging meetings on behalf of the Manager.
- Attending meetings and preparing minutes.
- Scheduling routine and special appointments for the Manager.
- Monitoring stationery and other miscellaneous items used in the Section.
- Prepare invoices for Clients

*Technical/Professional Responsibilities*

- Prepares Agenda for meetings and organizes relevant information and documents
- Types and prepares correspondence, reports and other documents
- Takes minutes at meetings and reproduces and distributes to the relevant persons
- Reproduces manuscripts and briefs prepared by the Manager
- Takes dictation and reproduces notes into final product
- Establishes and maintains a records management system
- Assists in the preparation and collection of standard reports

*Other Responsibilities:*

- Performs other related duties assigned from time to time by the Manager

**Required Skills/ Competencies**

The post-holder should be able to demonstrate:

- Excellent interpersonal skills

- Excellent oral and written communication skills
- Good time management
- Ability to work on own initiative and under pressure
- Competence in the use of word processing, spreadsheet and other applications
- Typing/word processing speed of at least 50 words per minute
- Excellent shorthand/note making skills
- Excellent knowledge of office practice and procedure

**Minimum Required Qualifications and Experience:**

The following qualification is required:

- A Certificate in Administrative Management – Level 2
- Four (4) CXC/GCE O’Level subjects including English Language
- Graduate of a recognized Secretarial Institution
- Three (3) years related working experience

**Remuneration Package:** - Salary Range: \$ 1,711,060 .00 - \$ 2,301,185 .00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **March 13, 2026**, to [jobapplications@nla.gov.jm](mailto:jobapplications@nla.gov.jm) for the attention of:

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

Interested applicants should submit their **application letter and résumé in PDF format**, with the **job title clearly indicated in the email subject line**.

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