



Applications are invited from suitably qualified candidates to fill the following position within the Executive Management Unit / CEO's Office, at the National Land Agency.

**SENIOR SECRETARY (LEVEL 4)
VACANT POST**

This position reports to the Chief Executive Officer/Commissioner of Lands

Job Purpose

- To provide direct and confidential support to the CEO, ensuring effective and efficient workflow with the internal and external customers.
- To perform, coordinate and oversee secretarial duties as required by the Chief Executive Officer

Key Responsibility Areas:

- Typing and preparing correspondence, reports and other documents.
- Accurately reproducing manuscripts and briefs prepared by the CEO.
- Taking dictation and reproducing notes into final product.
- Establishing and maintaining an effective records 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 CEO and other personnel internally and externally in order to facilitate the smooth flow of communication.
- Arranging meetings on behalf of the CEO.
- Attending meetings and preparing minutes.
- Scheduling routine and special appointments for the Manager.
- Monitoring stationery and other miscellaneous items used in the Branch.

Required Competencies:

The post-holder will be able to demonstrate:

- High level of confidentiality
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Sound time management skills
- Ability to work on own initiative and under pressure
- Typing/word processing speed of at least 50 words per minute
- Excellent shorthand/note making skills

Minimum required Education and experience

- A certificate in Administrative Management – Level 2
- Four CXC/GCE O'Level including English Language
- Graduate from a recognized Secretarial Institution
- Four (4) year related working experience
- Excellent computer skills: proficiency in the use of MS Office applications including MS Word and MS Excel.

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 **May 18, 2026** 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