



## MINISTRY OF AGRICULTURE, FISHERIES AND MINING CAREER OPPORTUNITY

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The Ministry of Agriculture, Fisheries and Mining is inviting suitable qualified persons to fill the following post of **Secretary 2 (OPS/SS 2) - Vacant** in the **Veterinary Services Division (Hope Gardens, Kingston)**:

**Salary range: \$1,439,455.00 – \$1,935,907.00 per annum**

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### JOB PURPOSE

Under the supervision of the Veterinary Officer (HPC/VO 1), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Division.

### KEY OUTPUTS

- Minutes recorded, transcribed, composed and disseminated
- Diary maintained and appointments scheduled
- Letters, memoranda and reports prepared
- Telephone calls and visitors screened and directed to relevant officers
- Messages received and directed
- Sub-divisions applications received, recorded and directed
- Correspondence sorted, recorded and delivered
- Information disseminated
- Filing system maintained

### KEY RESONSIBILITY AREAS

- Takes dictation in Shorthand, Transcribes and Composes Documents on the computer
- Reproduces Letters, Memoranda and Reports
- Opens, Sorts and Distributes Incoming Correspondence
- Dispatches Outgoing Mails
- Maintains Diary and Schedules Appointments
- Provides information to members of staff and visitors as requested
- Screens and refers calls/visitors to relevant officers
- Receives and records Sub-divisions applications and directs them to appropriate officers
- Maintains an up-to-date Filing System

### PERFORMANCE STANDARD

- Minutes recorded, transcribed, composed and disseminated accurately and within a set time frame
- Correspondence and documents produced on a timely basis in established formats
- Correspondence opened, sorted and distributed in a timely manner
- Outgoing mail dispatched according to set guidelines
- Information disseminated in a timely manner
- Sub-divisions applications and reports processed within the agreed time frame
- Telephone calls and visitors screened and directed to relevant officers promptly
- Diary maintained and appointments scheduled on a daily basis
- Filing system maintained on a daily basis
- Confidentiality exercised at all times

## **REQUIRED COMPETENCIES**

### **Core**

- Good Interpersonal skills
- Good Written Communication skills
- Good Oral Communication skills
- Strong Customer and Quality Focus skills
- Good Problem Solving and Decision-Making skills
- Good Conflict Management skills
- Good Teamwork and Cooperation skills
- Good Planning and Organising skills
- Excellent Time Management skills
- Strong Integrity
- Methodical
- Compliance

### **Technical**

- Excellent Research skills
- Good Report Writing skills
- Proficiency in Keyboarding skills
- Good working knowledge of Records Management
- Proficiency in the relevant Software Applications
- Proficiency in shorthand at a speed of 80-100 w.p.m.
- Proficiency in typewriting at a speed of 40-55 w.p.m.
- Knowledge of the operations of Government / Knowledge of the Ministry's Policies and Procedures

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- CXC or GCE 'O' Level English Language or equivalent
- Proficient in typewriting at a speed of 40-45 words per minute
- Successful completion of the Secretarial Qualifying Examinations **or** the Certificate in Administrative Management Level 1 **or** 2, Courses at the Management Institute for National Development (MIND).
- At least one (1) years' experience in the field.

### **OR**

- CXC or GCE 'O' Level English Language
- Proficient in typewriting at a speed of 40-45 words per minute
- Training in word processing and spreadsheet applications.
- Graduated from an accredited Secretarial School
- At least three (3) years' experience in the field.
- At this level, Shorthand at a speed of 80-100 w.p.m. would be an asset.

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- May be required to work beyond normal working hours.
- May be exposed to dust
- May sit for extended periods around a computer
- Uses a keyboard to type for extended periods

## **AUTHORITY**

- Nil

Applications accompanied by resume should be submitted no later than **February 10, 2026** to:

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6.**

E-mail- [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.gov.jm)

Please note that we thank all for responding, but only short-listed applicants will be contacted.