



THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS
JOB OPPORTUNITY

**We invite suitably qualified applicants to fill the post of:
Administrative Assistant I – Mona Academy of Sport
ATS Group Grade 7 – MPNI05884**

Duties and Responsibilities:

The specific duties of the Administrative Assistant I are; but not limited to the following:

- ✓ Performs secretarial duties such as typing highly confidential documents such as examination papers, examination results, reports, etc.
- ✓ Maintains an up-to-date diary of appointments, and meetings for the Head of Section
- ✓ Attends meetings, takes notes, and follows up on action items arising from meetings
- ✓ Prepares draft of communication as required by the Head of Section
- ✓ Prepares and drafts quarterly sectional reports for presentation to the Head of Academy, Dean of Faculty and other relevant stakeholders
- ✓ Researches, compiles and prepares data for the preparation of departmental related activities
- ✓ Assists with preparing the Department's estimates and budgets
- ✓ Prepares requisitions for supplies and equipment
- ✓ Maintains an inventory of equipment and supplies and keep proper records for same
- ✓ Assists in the coordination of seminars, workshops, conferences, and social events
- ✓ Ensures the organization and maintenance of a filing system, ensuring security and easy retrieval of all documents
- ✓ Processes all incoming and outgoing mail in a manner to enhance speedy and efficient dispatch from and distribution within the Mona Academy of Sport
- ✓ Supervises Ancillary Staff

Qualifications and Experience:

- ✓ At least five (5) CXC/GCE subjects inclusive of English Language and a numeric subject
- ✓ Professional Secretarial Certificate/Diploma in Business Administration
- ✓ At least three years job related experience

Skills and Competencies:

- ✓ Good oral and written communication skills
- ✓ Good organizational and time management skills
- ✓ Ability to communicate clearly, diplomatic and assertively
- ✓ Proficiency in the use of Microsoft Office Suite
- ✓ Excellent customer relations skills

For further particulars on The University of the West Indies, Mona, please visit <https://www.mona.uwi.edu>.

Applicants are required to submit an application letter and a resume giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization). These should be sent by electronic mail to mona-esd.sed@uwi.edu addressed to the Campus Registrar for the attention of the Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica. All applications must include the reference number **MPNI05884** in the subject line. The final date for receipt of applications is **May 15, 2026**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants, however, only shortlisted candidates will be contacted