



THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

JOB OPPORTUNITY

**Applications are invited from suitably qualified individuals for the post of
Senior Secretary
Caribbean Institute for Health Research (CAIHR)
ATS Group -Grade 7 MPNI02433**

Duties and Responsibilities:

Reporting to the Head of Department, the successful candidate will be required to perform the following duties:

- ✓ Provide secretarial support for the Unit Director and academic staff
- ✓ Perform general office management of the Unit and Clinic where applicable
- ✓ Prepare letters, memoranda and other highly confidential, sensitive and non-confidential documents
- ✓ Organise and maintain a filing system of all documents highly confidential and non-confidential and other work related material; ensuring security and easy retrieval
- ✓ Assist with the organisation of Conferences, Seminars and Meetings;
- ✓ Reproduce, collate and circulate departmental documents;
- ✓ Organize and coordinate travel arrangements
- ✓ Attend meetings, take notes, and reproduce them in an organized format
- ✓ Supervision of Junior Secretarial, Ancillary staff, Drivers etc.
- ✓ Assist with the co-ordination of Research projects
- ✓ Act as custodian for petty cash and maintain proper financial records
- ✓ Assist with the procurement of goods and services

Skills and Competencies:

- ✓ Excellent oral and written communication skills
- ✓ Good organizational, administrative and time management skills
- ✓ Good interpersonal and client service skills
- ✓ Proficiency in Microsoft Office Suites

Qualifications and Experience:

- ✓ At least five (5) GCE/CXC subjects including English Language and a numeric subject
- ✓ Professional Secretarial Certificate/Diploma or equivalent
- ✓ At least three years relevant experience

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

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 hrmd.sed@uwimona.edu.jm 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 **MPNI02433** in the subject line. The final date for receipt of applications is **May 9, 2025**. 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.

The University of the West Indies, Mona Campus Inspiring Excellence, Producing Leaders