



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security, hereby invites applications from suitably qualified individuals to fill the following position:

Human Resources Secretary (LEVEL 4) – KINGSTON

Salary: \$1,711,060.00 per annum

Job Purpose:

To provide general secretarial support services to the Human Resource Management and Development Unit, to facilitate a smooth functioning of the department.

Key Outputs:

- Minutes of meeting prepared.
- Incoming and outgoing correspondence recoded, sorted and dispatched.
- Telephone communication managed.
- Correspondence, reports, memoranda and miscellaneous documents prepared.
- Appointment diary maintained.
- Filing system maintained
- Individual work plan prepared

Key Responsibility Areas

Technical/Professional Responsibilities

- Receives and process incoming mails.
- Draft/type routine letters and memo and other documents based on instructions.
- Actions routine correspondence in accordance with guidelines given.
- Prepares minutes of meetings as required and type agenda.
- Develops and maintains filing systems for the Manager as advised.
- Contact stakeholders to obtain information required by the Manager.
- Give general support and managing the routine functions of the Manager's office to facilitate the availability and easy flow of information.
- Directs telephone calls to appropriate officers.
- Maintains appointment diary and schedule.
- Responds to telephone calls for the Manager and records messages as required.
- Prepares all documents leaving the Manager 's Office for dispatch.
- Maintain an appointment diary and a message log.

Performance Standards:

- Minutes prepared within agreed format and with agreed percentage of errors
- Documents and correspondence are prepared based on established standards
- Files are maintained according to records management guidelines
- Incoming mails are processed and distributed to appropriate persons within agreed timeframe
- Appointment diaries are up to date and accurate

- Telephone communication managed according to established principles
- Individual work plan prepared within agreed timeframe and established standards

Required Competencies:

Technical Competencies

- Use of relevant computer applications and office productivity tools
- Knowledge of general office practices and procedures
- Shorthand skills of 80 wpm
- Typing skills of 40 wpm
- Demonstrated high levels of customer service skills

Core Competences

- High levels of integrity
- Meticulous and pays keen attention to details
- Excellent interpersonal skills
- Sound communication skills (written and oral)
- Teamwork and cooperation
- Ability to work under pressure
- Use of initiative and understanding
- Excellent Customer Service Skills
- Organization and time Management Skills
- Ability to use standard software package

Minimum Required Education and Experience

- Diploma in Secretarial Studies from a recognized institution. **Or**
- MIND Secretarial Course. **Plus**
- Four (4) GCE O/Level/CXC subjects including English Language
- Two (2) years related work experience

Applications accompanied by resumes should be submitted

E-mail: hrd@fla.gov.jm

or

**The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6
Email subject should read **Human Resource Secretary****

ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.