



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: PERSONAL SECRETARY

MINISTRY: OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

DEPARTMENT: OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

LOCATION: PROVIDENCIALES

JOB SUMMARY:

This is an executive support position, which provides support to the Permanent Secretary and other senior executives in the office. The Personal Secretary will receive incoming and make outgoing calls; monitoring the flow of visitors; scheduling and coordinating the diaries of executives; preparing and distributing documentations and maintaining a general filing system.

KEY DUTIES AND RESPONSIBILITIES:

- Provides executive support to the Chief Justice. This includes:
 - a. Receives, records and distributes incoming calls and messages;
 - b. Typing letters, memoranda and other documents;
 - c. Photocopies, prints, scans and faxes documents;
 - d. Monitors and controls the flow of visitors;
 - e. Attends meetings and taking minutes;
 - f. Schedules meetings and arranging meeting rooms on request;
 - g. Makes and confirms appointments;
 - h. Organise travelling itinerary and accommodations; and
 - i. Verifies bills, writing Purchase Orders and vouchers and submitting for approval.
- Meets and greets internal and external customers and respond to routine queries.
 - a. Maintains registers and filing systems. This includes:
 - b. Receives, stamping and sorting mails and documents;
 - c. Inputs information into the register;
 - d. Keeps records for business undertaken in the office;
 - e. Retrieves and maintains files; and
 - f. Updates files.
- Assists in performing general secretarial duties in the Office.
- Adheres to all Public Service codes, rules and regulations





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- Performs any other related tasks that may be assigned.

QUALIFICATIONS AND EXPERIENCE:

- An associate degree in secretarial studies/business/related field or equivalent.
- The position required a minimum of four (4) years on the job experience to acquire the necessary competencies to respond effectively to the challenges of the job in a secretarial support role.

SALARY:

GRADE 5 \$38,691.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate/Record.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

