



## VACANCY WITHIN THE NATIONAL SOLID WASTE MANAGEMENT AUTHORITY

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### SENIOR SECRETARY

The National Solid Waste Management Authority (NSWMA) invites application from suitably qualified persons to fill the position of **Senior Secretary – Legal Division**.

The successful candidate will report to the Legal Officer. The primary responsibilities are managing the arrangement of all meetings of the Legal Department with stakeholders internally and externally, organizing and managing the current filing system, liaising with all internal departments and Regions, timely preparation and dispatch of correspondence including reports and contracts. The incumbent also acts as a support to the Director in respect of telephone and other communications being received.

#### QUALIFICATIONS REQUIRED

Education/Experience:

- Associate Degree in Business Administration or any other related field;
- At least 3 years' experience in a similar position;
- Computer Literacy with sound knowledge in Microsoft Word/Excel;
- It would be considered an asset if the candidate is a Certified Administrative Professional or Chartered Secretary;

#### Specifications

- Good communication skills;
- Strong organizational skills and ability to manage multiple tasks;
- An aptitude to follow written and oral instructions;
- Excellent time management skill;
- Effective Minute Taking Skills;
- Efficient Records Management;
- Proactive

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Applications with Résumés should be sent by **Friday, January 3, 2023**.

**The Human Resource Department  
National Solid Waste Management Authority  
61 Half Way Tree Road  
Kingston 10  
Email: [applications@nswma.gov.jm](mailto:applications@nswma.gov.jm)**

***Only shortlisted candidates will be contacted.***