



## VACANCY WITHIN THE NATIONAL SOLID WASTE MANAGEMENT AUTHORITY

---

### SENIOR SECRETARY

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

The successful candidate will report to the Director/Manager and is responsible for the supervision, coordination and management of all administrative functions of the Division/Department, for effectiveness and efficiency. Must be able to produce excellent minutes, draft memorandums and letters and be extremely organized.

#### **QUALIFICATIONS REQUIRED**

Education/Experience:

- Diploma in Secretarial Studies;
- CPS rating;
- At least five (5) G.C.E. O'Levels including English Language and Mathematics;
- At least 3 years' experience in a similar position;
- Computer Literacy with sound knowledge in Microsoft Word/Excel

#### **Specifications**

- Ability to communicate effectively at all levels;
- Strong organizational skills with the ability to manage multiple tasks;
- An aptitude to follow written and oral instructions;
- Ability to carry out tasks without constant supervision;
- Sound time management skills;
- Maintain simple logs and records;
- Ability to act on initiative

---

Applications with Résumés should be sent by **Friday, January 13, 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 short-listed candidates will be contacted.*