



## **PRIVATE SECURITY REGULATION AUTHORITY**

The Private Security Regulation Authority, a department of the Ministry of National Security, is seeking to engage the services of the following posts for its head office in **Kingston**.

### **2. ADMINISTRATIVE ASSISTANT (LEVEL 6)**

Salary - \$1,200,699.00 – \$1,427,254.00 p.a.

#### **Summary of Duties**

To provide administrative and secretarial services to the Executive Director's office and Information Technology Unit.

#### **Qualification and Experience**

1. Associate Degree/Diploma from a tertiary institution recognized by University Council of Jamaica;
2. Certified Professional Secretary  
and/or  
Diploma in Administrative Management Level 3
3. Comprehensive knowledge and practical experience using computer hardware and software
4. Excellent typing and data entry skills
5. 5 Years' experience at a Senior Secretarial Level

#### **Specific Knowledge and Competencies Required**

- Ability to work on own initiative and meet deadlines
- Knowledge of the Private Security Regulation Authority Act
- Ability to communicate effectively both orally and in writing
- Good analytical and organization skills
- Ability to accurately record minutes of meetings
- Excellent interpersonal and communication skills
- Confidential with excellent tact, diplomacy and customer service skills
- Excellent working knowledge of Office Technology
- Comprehensive knowledge of Microsoft Office applications
- Ability to work in a changing environment and to be innovative

#### **Key Responsibility Area**

- Appointments scheduled and diary maintained
- Develop and maintain a filing system that facilitates easy access
- Takes and transcribes minutes of meetings and distributes to relevant persons
- Documentation and information system maintained
- Maintains contact information of key stakeholders associated with the Authority
- Prepares relevant documents for the Executive Director to take to meetings, seminars, conference, or other related functions
- Arrange meetings
- Respond to routine queries and provide relevant information upon request
- Draft and responds to correspondence/queries on a daily basis to maintain established turn around time.
- Process incoming and outgoing correspondence
- Maintains electronic filing system of documents received and created electronically
- Take and forwards messages to the Executive Director
- Order office stationery as required.

**Private Security Regulation Authority**  
**12 Ocean Boulevard (6<sup>th</sup> Floor), Kingston**  
[applications@psra.gov.jm](mailto:applications@psra.gov.jm)

**Only shortlisted applicants will be contacted.**