



THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

ADVERTISEMENT Secretary (OPS/SS2)

We invite applications from suitably qualified persons to fill the post of Secretary (**OPS/SS2**) in the Examinations and Assessment Department at the Council of Community Colleges of Jamaica Secretariat, salary range **\$674,408 - \$801,659** per annum.

Job Summary

Under the general direction of the Examinations Officer, the incumbent is responsible for providing administrative and secretarial support to the Examinations and Assessment Department.

Key Responsibilities

1. Types, corrects and submits to the Assistant Examinations Officer for review, all examination papers and coursework pieces for subjects being examined by the Council.
2. Keeps files of examination papers according to the established protocol and procedures.
3. Makes bookings for workshops to include venue, accommodation and transportation where necessary.
4. Arranges and attends meetings of the CCCJ Examinations and Quality Assurance Sub-Committee and prepares Minutes of these meetings.
5. Monitors requests for payment (to External Examiners, Subject Leaders and Proof Readers) internally between the Executive Director's Office and the Accounts Department.
6. Does follow-up with External Examiners to dispatch and collect examination papers and student scripts.
7. During Examination period:
 - Dispatches solutions to the review team for standardization and dispatches revised solutions to Colleges' CCCJ Coordinators for distribution to lecturers/markers
 - Logs and brings to the attention of the Examinations Officer reports of examination discrepancies
 - Assists with the production of the Final Examinations
 - Participates in examination site visits
8. Marks Multiple Choice Scanned Sheets using the appropriate software.

Minimum Required Education and Experience

Four (4) GCE / CXC subjects to include English Language

OR

Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND)

OR

Graduate from an accredited Secretarial School
One to two years' general office experience

Required Skills and Competencies

Must show evidence of proficiency in:

- 1) typewriting at speed of 40-45 words per minute
- 2) shorthand at a speed of 80-100 words per minute
- 3) training in word processing applications
- 4) Excellent Planning and Organizational Skills
- 5) A high level of integrity
- 6) Ability to handle multiple tasks with attention to detail
- 7) Action-oriented and self-driven
- 8) Excellent interpersonal, written and oral communication skills
- 9) Proficiency in Word, PowerPoint, Excel and MS Outlook
- 10) Ensures that confidentiality is maintained at all times

Applications accompanied by résumés should be submitted no later than, **Wednesday, 2018
January 17 to:**

The Human Resource Coordinator
The Council of Community Colleges of Jamaica
37 East Street
Kingston.

Applications may also be submitted via email to:

hr@cccj.edu.jm

N.B. We appreciate all applications. However, only shortlisted candidates will be contacted.