



**Edna Manley College  
of the Visual and Performing Arts**

(A Tertiary Education Institution)

Applications are invited from suitably qualified and experienced persons to fill the following post:

## **Secretary (OPS/SS 2) – School of Arts Management & Humanities**

The incumbent is responsible for providing administrative and secretarial duties for the School of Arts Management and Humanities in accordance with established office standards and procedures.

### **Minimum Qualifications & Knowledge Skills**

- Certificate in Secretarial Studies (with typewriting at speed 40-45 words per minute) / Office Administration or relevant discipline
- Proficiency in Typewriting at 40-45 words per minute
- Office Professional Training Course at MIND

**OR**

#### **Plus**

- Three (3) CXC / GCE subjects including English Language
- Ability to research and 'mine' for information/data
- Strong creative skills
- Ability to work on own initiative and must be flexible
- Highly professional with very strong work ethics
- Highly confidential and must be tactful
- Excellent interpersonal, human relations and communication skills;
- Good planning, time management, organizational, and innovative skills
- Highly competent and knowledgeable of Computer Applications

### **SALARY**

**Basic Salary:** \$1,439,455.00 per annum, payable monthly.

Applications, inclusive of a detailed resumé, should be sent no later than **June 12, 2026**

to: -

Edna Manley College of the Visual and  
Performing Arts  
1 Arthur Wint Drive  
Kingston 5

Email: [recruitment@emc.edu.jm](mailto:recruitment@emc.edu.jm)

### **Duties and Responsibilities**

- Type correspondence for the School of Arts Management and Humanities (SAMH) faculty
- Transcribe correspondence from shorthand and/or written material using word processing equipment
- Receive and dispatch incoming and outgoing mail for the SAMH faculty
- Participate in all student-related administrative activities as directed.
- Keep accurate records on each student's file
- Provide comprehensive secretarial and administrative support to the School, ensuring efficient day to day office operations.
- Manage correspondence, appointments, meeting coordination, agendas, minutes, and follow-up actions.
- Liaise with internal departments, students, clients, and external stakeholders to facilitate smooth operations.
- Maintain confidentiality, organize office resources, and perform other related administrative duties as assigned.

*NB: We appreciate all responses; however only short-listed persons will be contacted.*