

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Board Secretary

Job Summary

The Integrity Commission invites eligible candidates to submit applications for the position of **Board Secretary**. The Board Secretary is accountable to the Board of Commissioners for providing administrative and secretarial support to the Board of Commissioners, in the planning and coordinating of the monthly Commissioners' meetings; all Committee meetings, and any special meetings, as may be required from time-to-time.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

Major Responsibilities

1. Prepare and disseminate documentation prior to each meeting, including the Agendas, Minutes and Action Lists.
2. Coordinate and attend all regular and special Commission and Committee meetings; record the minutes and capture the action items of all meetings, and ensure that the relevant deadlines are complied with, in keeping with the decisions coming out of the meetings.
3. Prepare correspondence for and on behalf of the Commissioners and disseminate same as required.
4. Maintain the diary of the Chairman of the Commission, and the Chairpersons of the Committees of the Commission, where required.
5. Facilitate the updating of Professional Biographies of the Commissioners.
6. Maintain an up-to-date Contact and Mailing List of government and other officials with whom the Commissioners will communicate from time-to-time.
7. Create and maintain, in conjunction with the Information Technology & Business Process Division, an up-to-date central electronic filing system, in respect of all Commission and Committee documents.
8. Maintain confidentiality of all discussions and documentation.
9. Discharge any other duties which may be assigned.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Management Studies/ Business Administration, or other related field.
- Formal Training and Certification in Secretarial Studies or similar field.
- Minimum of five (5) years' experience in a similar position.

Other Desirable Qualifications & Experience that would be an asset

- Certification as a Certified Professional Secretary.

Desired Skills & Competencies

- High level of confidentiality, honesty and integrity.
- Strong minute-taking skills.
- Shares the Commission's values, mission and vision.

- Knowledge of basic office equipment – Computers, Printers, Fax & Photocopying Machines, Typewriters.
- Proficiency in the use of Microsoft Office Suite.
- Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.
- Works on own initiative, and is trustworthy and results oriented.
- Effectively plans and manages time.

Specific Knowledge

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.

Working Conditions

- Typical office environment.
- Willingness to work beyond normal working hours as the situation may require.

EMOLUMENTS PACKAGE

Basic Salary: \$2,943,960.00 per annum

Applications, along with Curriculum Vitae, must be submitted no later than

Friday, October 16, 2026 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.