

**Job Summary:**

The Executive Secretary provides high-level administrative and strategic support to the Chief Executive Officer (CEO). This role requires strong organizational skills, sound judgment, discretion, and the ability to manage multiple priorities. The Executive Secretary supports the efficient operation of the CEO's Office, facilitates internal and external communications, and contributes to project coordination and policy development efforts.

We invite all suitably qualified candidates to apply for the post of **Executive Secretary (OPS/SS 5)**

Range : \$2,803,771- \$3,770,761 per annum

Job Purpose

The Executive Secretary is responsible for supporting the CEO through a combination of project management, writing and editing, research, and administrative support.

Strategic Objectives:

- To provide critical support to the CEO in achieving the organisation's strategic objectives

Qualifications & Experience

- Undergraduate degree in Management, Business, International Business or Public Administration, Business Economics, Operations Research, Econometrics or equivalent qualification
- Minimum five (5) years of progressive experience in a business analysis, business planning and reporting role
- Training in Strategic Management
- Sound business background
- A background in international trade and or logistics would be a definite asset

Specific Knowledge and Skills

- Facilitation skills and facilitated planning
- Capital Budgeting using DCF techniques

- The Project Management Body of Knowledge
- Expertise in Microsoft Word, Excel and PowerPoint, especially in the data management functionality of Excel
- Knowledge of Business Intelligence (BI) tools would be a plus

Job Duties and Responsibilities

To provide critical support to the CEO in achieving the organisation's strategic objectives

- Provide direct administrative and project support to the CEO, including managing special assignments and strategic initiatives.
- Coordinate cross-departmental efforts in collaboration with internal stakeholders to ensure the successful implementation of projects and activities.
- Prepare policy briefings, talking points, presentations and proposals for internal and external meetings.
- Schedule, prepare materials and notes, and ensure follow-up for various Board, leadership and staff meetings;
- Draft and edit various documents including internal/external correspondence and legislative testimony;
- Conduct research and compile data to support the development of policies, programs, and presentations.
- Research and prepare briefing materials for key materials and presentations;
- Participate in meetings, task forces and workgroups both internally externally;
- Facilitate the flow of emails and telephone communications;
- Coordinate and facilitate visits to JSEZA for International Partners, Government Officials, community partners, and foundational and private funders;
- Work with the Executive Assistant to the CEO to manage the CEO's Office;
- Complete performance self-assessments and participate in performance management processes
- Other responsibilities, as assigned by the President & CEO

Specific Knowledge

- Facilitation skills and facilitated planning
- Capital Budgeting using DCF techniques
- The Project Management Body of Knowledge
- Expertise in Microsoft Word, Excel and PowerPoint, especially in the data management functionality of Excel
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Applications accompanied by résumés should be submitted **no later than Tuesday, 19th August 2025 to:**

**Director Human Resource Management and Administration
Special Economic Zone Authority
Unit #42B, The New Kingston Business Centre
45-47 Grenada Crescent,
Kingston 5**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.