



<b>Job Title</b>	Confidential Secretary	<b>Position Type</b>	Full Time
<b>Department</b>	Insurance and Pensions Department	<b>Level</b>	Intermediate
		<b>Min. Expr Required</b>	

**JOB OVERVIEW**

Under the direction of the Director, this individual is responsible for executing work of a confidential nature. Consequently, he/she is expected to treat any information encountered during the course of duty with strict confidence. This individual must be matured, possess initiative and manifest a professional attitude during the execution of his/her duties.

**ROLE AND RESPONSIBILITIES**

1. Making and receiving calls for the Director.
2. Record all Director's internal and external mails received in a logbook.
3. Record all Director's mails to be dispatched in a logbook.
4. Schedule appointments for meetings with company officials and make arrangements for their accommodation.
5. Take minutes of meetings.
6. General filing of all internal and external insurance-related documents for the Director.
7. Arrange and/or organize meetings, seminars, conferences, and workshops with insurance stakeholders.
8. Prepare letters, memos, emails, faxes, scanning, and photocopying documents.
9. Maintain the Director's diary/calendar and obtain the necessary information to assist in meetings
10. Assist in the effective administration of the office inclusive of internal stationery requisition, replenishing of tea supplies, drinking, etc.
11. Performs any other duties that may be assigned from time to time by the Director.

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

1. Degree in Public Management, or Sociology or related discipline as a Secretary/Stenographer.  
OR
2. Diploma in Public Management or related discipline and at least two (2) years experience as Secretary/Stenographer  
OR
3. Administrative Professional Secretaries Diploma and three (3) years experience as Secretary/Stenographer  
OR
4. A minimum of five (5) subjects at one (1) sitting of the GCE/CXC examinations (grades A, B, C or I, II and III) respectively, which should include English and Maths and at least five (5) years experience as Secretary/Stenographer

Applicants for this position must be computer literate and proficient in Microsoft Word and Microsoft Excel

### **Knowledge and Experience**

In addition, as part of their duties and assessment, the officer will be expected to demonstrate the following:

- Be an active team member in projects arising outside of direct responsibilities.
- A high level of professionalism is required on the job at all times.
- Strong numerical, analytical, and communication skills
- Strong organization and clerical skills
- Good oral and written communication skills
- Proficient in MS Office applications (MS Word, MS Excel, and MS Powerpoint)
- Proficient in handling photocopiers, scanners, and other office machines

- Strong ability to multitask and adhere to instructions.

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than

FRIDAY, November 11, 2022 and should be addressed to:

**THE DIRECTOR  
HUMAN RESOURCES & ADMINISTRATION DEPARTMENT  
BANK OF GUYANA,  
P. O. BOX 1003,  
1 CHURCH STREET & AVENUE OF THE REPUBLIC,  
GEORGETOWN.**

We regret that responses will not be sent to applicants who do not satisfy the Minimum Qualification Requirements for this position.