



<b>Job Title</b>	Confidential Secretary	<b>Position Type</b>	Full Time
<b>Department</b>	Legal Unit	<b>Level</b>	Intermediate
		<b>Min. Expr Required</b>	

**JOB OVERVIEW**

Under the direction of the Legal Officer/Legal Counsel, 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. Does all Typing for the Legal Officer (Legal Counsel).
2. Check work before submitting for signature.
3. Prepare and attaches all enclosures.
4. Ensure mail leaves by relevant method of dispatch.
5. Record all outgoing mail.
6. Open all incoming mail for Legal Counsel to peruse (unless he/she prefers to open his/her own mail).
7. Take all incoming calls and sometimes is required to shield Legal Officer/Legal Counsel from unwanted calls/callers.
8. Make all appointments.
9. Make all outgoing calls as requested.
10. Keep a replica of Legal Officer/Legal Counsel's diary.
11. Open and maintain files.
12. Maintain a filing system that is easy to follow in the event of absence.

13. Secure all documents, desk drawers and cabinets, files and all information connected with the Unit and the Bank.
14. Prepare and file Mortgage Deeds, Bills of Sale, Power of Attorneys and other legal documents at the Deeds Registry.
15. Requisition and manages stationery for the Unit.
16. Keep Legal Counsel informed.
17. Report malfunctioning of equipment to the relevant department.
18. Maintain a general but official interest of the Legal Counsel's whereabouts.
19. Keep a personal record of all basic information that she may need for future reference.
20. Assist in administrative arrangements for the Unit.
21. Assist to affix the Bank of Guyana Seal to documents when required.
22. Make representation at the Deeds Registry and Land Registry for the Bank in execution of Mortgages and Cancellations.
23. Maintain a Sub-library within the Unit.
24. Perform any other duties that may be assigned from time to time.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

1. Degree in Management, Sociology or related discipline as a Secretary/Stenographer  
OR
2. Diploma with two (2) years of experience.  
OR
3. Administrative Professional Secretaries Diploma and at least three (3) years' experience as a Secretary/Stenographer  
OR

4. A minimum of five (5) subjects at one sitting of the GCE/CXC examinations (grades A,B, C or I, II, II respectively) which should include English and Mathematics and at least five (5) years' experience as a Secretary/Stenographer.

**Knowledge and Experience**

1. Attendance at upgrading programs for Secretaries would be an asset.
2. Proficiency in the Microsoft Office Suite.
3. The Incumbent is expected to demonstrate:
  - a. good interpersonal, verbal and written communication skills and:
  - b. good organizational and conflict resolution skills.

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.