



# Church Teachers' College: Mandeville

## Secretary (OPS/SS1)

Required for November 3, 2025

Salary: \$1,439,455 per annum

**Minimum Qualification & Experience:**

- Five CSEC/GCE subjects including English Language, Principles of Accounts and Office Administration
- Associate Degree / Diploma in Business Administration
- Proficiency in MS Word, Excel and database management.
- Two years working experience as a Secretary

Please submit Application Letter and Curriculum Vitae to:

The Chairman

C/o The Personnel Manager

Church Teachers' College: Mandeville

Email: [hr@ctc.edu.jm](mailto:hr@ctc.edu.jm)

**Only shortlisted applicants will be contacted.**

