



DIOCESE OF JAMAICA AND THE CAYMAN ISLANDS

Church Teachers' College: Mandeville

"To nurture through love and wisdom."

The Board of Management of Church Teachers' College: Mandeville invites applications for the following position for August 2023.

Administrative Assistant (EIGS/AS 2) -Vacant

Salary: \$1,550,136 per annum

Job Summary:

The Administrative Assistant will provide secretarial and administrative support toward the effective operations of the College in a professional manner.

Minimum Qualification & Experience:

- Minimum of 5 CSEC/GCE subjects or equivalent qualification, including English Language, Mathematics and Office Procedures.
- Diploma in Administration Management or related qualification
- Two (2) years' experience in the secretarial field
- Proficiency in MS Word, Excel and database management

Please submit Application Letter and Curriculum Vitae by July 14, 2023, to:

The Chairman
C/o The Personnel Manager
Church Teachers' College: Mandeville
40 Manchester Road, Mandeville, Manchester.
Email: hr@ctc.edu.jm

Please note that only shortlisted applicants will be contacted.