



Church Teachers' College: Mandeville

Executive Secretary (OPS/SS4)

Required for November 3, 2025

Salary: \$2,190,302 per annum

Minimum Qualification & Experience:

- Certification in Management Studies or equivalent qualification.
- BSc in Business Administration an asset.
- 3–5 years working experience supporting senior managers or executives
- Experience in an educational institution an asset.

Please submit Application Letter and Curriculum Vitae to:

The Chairman

C/o The Personnel Manager

Church Teachers' College: Mandeville

Email: hr@ctc.edu.jm

Only shortlisted applicants will be contacted.

