



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
THE PRIME MINISTER'S OFFICE
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

January 13th, 2025

VACANCY NOTICE

**SENIOR CLERK
(CABINET SECRETARIAT)**

The Human Resource Management Department on behalf of the Cabinet Secretariat wishes to invite persons to apply for the position of **Senior Clerk** on a full-time basis.

A. Duties and Responsibilities

1. Assist in providing administrative support to senior staff at the Cabinet Secretariat.
2. Facilitate the National Remembrance Day Service plans and associated activities.
3. Organise the National Honours Awards process.
4. Coordinate with Government House on procurement of national awards and other materials.
5. Help schedule and coordinate meetings, appointments, and events.
6. Prepare and distribute documents, reports, and presentations as required.
7. Maintain organized records and files related to Cabinet activities.

Research and Information Gathering:

8. Conduct research on relevant topics and issues as assigned.
9. Compile data and information for reports and policy briefings.
10. Stay updated on current events and trends relevant to Cabinet matters.

Documentation and Record Keeping:

11. Maintain accurate records of Cabinet decisions and discussions.
12. Assist in the preparation of official Cabinet documents and reports.
13. Ensure the confidentiality and security of sensitive Cabinet information.

B. Minimum Qualifications and Experience

1. High school diploma or equivalent in administration. Associate degree preferred.

C. Skills, Knowledge and Abilities

1. Understanding and familiarity with government operations
2. Ability to work under pressure and meet deadlines
3. Maintain positive interpersonal relationships
4. Well organized
5. Proficiency in English
6. Good verbal communication skills
7. Excellent interpersonal skills
8. Exemplary customer service skills
9. Proficient computer skills (Microsoft Office products including Word, Excel and PowerPoint)

D. Salary and Allowances

1. Basic Salary: K22-K27 (EC\$41,196 - EC\$51,180 per annum)
2. Salary commensurate with experience and qualifications

E. Application Procedure

1. Applications along with two written references and certified copies of documents pertaining to qualifications should be addressed to the captioned Human Resource Management Department and copied by email to **cabinetsec@gov.kn**.
2. The deadline for receipt of applications will be **Friday January 31, 2025 at 4:00 p.m.**
3. Only the candidates with the best qualifications and experience will be notified and shortlisted for interview on or before February 21, 2025.