



THE GOVERNMENT OF ST CHRISTOPHER AND NEVIS

Ministry of Information, Communications, Technology and Posts
P O BOX 186,
NATIONAL ICT CENTER, #3 C. A. PAUL SOUTHWELL INDUSTRIAL SITE
BASSETERRE, SAINT KITTS
TEL: (869) 465- 2521 ext 467-1281 EMAIL: pssec.moient@gov.kn

Job Description
Job Title: ASSISTANT SECRETARY
Work Location: National ICT Center, C.A.P. Southwell Industrial Site
Division/Department: Office of the Permanent Secretary, Ministry of Information, Communications, Technology and Posts
Reports to: Permanent Secretary
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Description of Post: The successful candidate will be responsible for providing advice, assistance, and support in the formulation of policy and administration of the Ministry to maintain the efficient delivery of services.
Duties and responsibilities for the post include but are not limited to the following: <ul style="list-style-type: none">• Providing administrative support: Assisting with the day-to-day administrative tasks such as managing schedules, organizing high level meetings, and maintaining records and documents.• Correspondence and communication: Handling incoming and outgoing correspondence, drafting letters, memos, and reports on behalf of the Permanent Secretary, and ensuring timely and accurate communication.• Coordination and collaboration: Coordinating with various departments, stakeholders, and external parties to facilitate smooth workflow and effective communication.• Research and analysis: Conducting research, gathering data, and preparing reports and presentations to support decision-making and policy development.• Information management: Managing and organizing information and documents, maintaining filing systems, and ensuring confidentiality and security of sensitive information.• Meeting support: Assisting in the preparation and coordination of meetings, including preparing agendas, taking minutes, and following up on action items.• Project support: Providing support in the planning, implementation, and monitoring of projects and initiatives, including tracking progress and ensuring deadlines are met.• Policy and procedural support: Assisting in the development and implementation of policies, procedures, and guidelines, and ensuring compliance with relevant regulations and legislation.• Stakeholder management: Building and maintaining relationships with internal and external stakeholders and representing the Permanent Secretary when required.• General administrative tasks: Assisting with general office tasks such as managing office supplies, coordinating travel arrangements, and overseeing expenses. Any other duty that may be assigned.• Any other duties may also be added by the Permanent Secretary
Overall, the Assistant Secretary to the Permanent Secretary plays a crucial role in supporting the

smooth functioning of the office and ensuring effective communication and coordination.

Education and/or Experience:

- At least a Bachelor's Degree

Knowledge and Skills:

In addition to the requirements above, the post holder must have the following skills:

- Ability to handle conflict in a mature manner with the aim of reaching a speedy resolution.
- Communicates well through written and verbal modes.
- Has a demonstrated capacity for analysis and critical thinking.
- Is an independent thinker.
- Has an interest/experience in experimentation and problem-solving within defined constraints.
- Works well on teams of people with diverse backgrounds.
- Has a hunger for learning and overcoming challenges.
- Is highly self-motivated and possesses an exceptional work ethic.

Salary: (K33-38) (\$64,092 - \$78,768) per annum

The deadline for the receipt of application is: **10 April 2026**

Please send applications to:

Permanent Secretary

Ministry of Information, Communications, and Technology

P O BOX 186,

NATIONAL ICT CENTER, #3 C. A. PAUL SOUTHWELL INDUSTRIAL SITE

BASSETERRE,

SAINT KITTS

Email: technology@gov.kn