

GOVERNMENT OF GUYANA

MINISTRY OF FINANCE

VACANCIES

The Ministry of Finance is inviting applications from suitably qualified persons to fill the following vacancies:

1) Administrative Assistant:

The successful candidate will perform various functions, including the efficient and effective dispatch and retrieval of official correspondence and documents; assisting in the co-ordination and supervision of the administration support activities within the office; drafting and issuing letters and other memoranda to ministries and other organisations, and performing any other related duties inclusive of being able to work beyond the call of duty for the smooth functioning of the office.

Minimum Qualifications: Suitable candidate should possess:

- A Diploma in Public Management or Business Management from a recognised University PLUS a minimum of at least three (3) years of Public Service experience in a Junior administrative capacity.

OR

- A Diploma in Secretarial Science from a recognised institution PLUS a minimum of at least four (4) years of Public Service experience in a Junior administrative capacity.

2) Confidential Secretary

The successful candidate will perform functions including secretarial service at high level; answering internal and external telephone calls and maintaining a filing and recording system for documents and correspondence; managing the daily activities within the office effectively and should be able to work beyond the call of duty for the smooth functioning of the office.

Minimum Qualifications:

- Suitable candidates should possess a Certificate in Secretarial Science from a recognised Institute PLUS two (2) years of experience as a Typist or Typist Clerk.

OR

- CAPE Level /CXC passes in five (5) subjects including English Language PLUS one (1) year experience as a Secretary.

Interested candidates should submit their applications and Curriculum Vitae no later than May 27, 2022,

to:

Finance Secretary
Ministry of Finance
49 Main and Urquhart Streets
Georgetown

or

Email to jobs@finance.gov.gy

Please indicate the post applied for on the top left-hand corner of the envelope