

POSITIONS AND RELEVANT SCALES

Permanent Secretary

K45

Master's Degree in relevant subject area
Training/Experience in Public Administration
Ten (10) years management experience including experience in the public sector

Head of Department

K39-K44

Master's Degree in relevant subject area
Training/Experience in Public Administration
Seven (7) years management experience

Assistant Secretary

K33-K38

Bachelors Degree
Five (5) years' experience at the managerial level

Executive Officer

K28-K32

Associate Degree
Three (3) years' experience in the relevant field

Senior Clerk

K22-K27

Associate Degree
Two (2) years' experience in the relevant field

Junior Clerk

K10-K21

Minimum 3 CXC's General including English

Excluding
Home Economics
Home Management
Food and Nutrition

P.T.O

**Office Attendant/Driver
Office Attendant/Messenger**

K9 – K17
School Leavers Certificate
Literacy and Numeracy

Messenger

K9 – K14 (\$1350.00 - \$1995.00)

School Leavers Certificate
Literacy and Numeracy

GAE

Minimum wages (presently \$9.82 per hour or \$392.80 per week)