



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



Health. Safety. Fairness in Trade.

The National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

Executive Assistant (LEVEL 6)

Salary Range: \$3,501,526 – \$4,709,163 per annum

JOB SUMMARY

Under the general direction of the Chief Executive Officer, the Executive Assistant (Level 6) is responsible for the wide-ranging and executive level administrative support functions requiring initiative, independent judgment and extensive working knowledge of protocols in local and several international jurisdictions to provide competent operational support to the Office of the Chief Executive Officer (CEO) of the National Compliance and Regulatory Authority (NCRA).

KEY RESPONSIBILITIES

Management and Administrative Responsibilities

Coordinates and manages the office of the Chief Executive Officer to ensure that it meets all deadlines for tasks to be performed

Briefs CEO on information requirements in advance of appointments and meetings and prepare relevant files and provides updates on general operational matters.

Generates electronic data to tables and graphical presentations, linking worksheets, work- books and word processing files to enhance reports

Conducts follow up on action items from the Board of Directors, Board committees and other meetings involving the CEO

Ensures that Minutes and Action Items of stakeholders' and management meetings are drafted and circulated and follow-up actions carried out as agreed

Attends meetings with and on behalf of the Chief Executive Officer as requested

Maintains active diary for the CEO and prioritizes engagements

Prepares briefs for use by the CEO in discussions or at meetings, conferences and consultations

Coordinates and dispatches the periodic reports/correspondences on the NCRA to the relevant Ministry and/or other agencies

Handles correspondences from and interacts with stakeholders on the CEO's behalf as needed

Coordinates and manages all aspects of international travel and related assignments

Manages the smooth operations of the CEO's Office and provide technical and administrative support in the achievement of the NCRA's objectives

Participates in the preparation of Operational Plan/Procurement Plan/ Budget of the Executive Office

Develops and maintains an internal database/framework for monitoring projects, targets and other special assignments

Arranges for the CEO to appraise and evaluate Directors and direct reports

REQUIRED COMPETENCIES

Core Competencies

Excellent oral and written communication skills

Strong analytical thinking

Excellent planning and organizing skills

Strong ability of attention to detail with a high level of accuracy and ability to multi-task

Flexibility, initiative and reliability

Works well on own initiative

Sound character, credibility and integrity

Good interpersonal skills and displays tact and decorum in all communication

Sound problem solving and decision-making skills

Sound knowledge of records management

Sound knowledge of office and administrative procedures

Proficiency in the use of Microsoft Office applications

Excellent organizational skills with the ability to meet tight deadlines

Excellent calendar management skills, including the coordination of complex executive meetings

Ability to maintain strict confidentiality

Strong organizational, research, analytical and critical thinking skills

Excellent social skills, able to operate with diplomacy, tact and empathy

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

Bachelor of Science Degree in Administrative Management or equivalent qualification

Certified Administrative Professional (CAP) designation with at least five (5) years' work experience, two of which should be in a similar capacity in a medium to large organization

Computer literacy in Microsoft Office

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Extended hours of work due to unpredictable exigencies

Critical deadlines for completion of tasks

Applications must be submitted no later than **August 28, 2026**, by **email only** to:

The Manager, Human Resources

National Compliance and Regulatory Authority (NCRA)

19 Hope Road

Kingston 10

Email: humanresource@ncra.org.jm

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.