

Government of Gibraltar



6 CONVENT PLACE

OFFICIAL NOTICE

VACANCIES FOR PERSONAL SECRETARY

The Government of Gibraltar invites applications for the post of Personal Secretary. Applicants must, by virtue of their citizenship, be entitled to take up employment in Gibraltar.

2. Candidates must possess: -

- (i) OCR/RSA Stage III (Advanced) in typewriting/ word processing skills or OCR/RSA Stage II (Intermediate) with Distinction and a recognised qualification in Audio Transcription or Shorthand and have a working knowledge of Microsoft Windows. Candidates must have at least 2 years' recent secretarial experience, and
- (ii) 2 GCSE passes at grades A, B or C, one of which must be English Language, or
- (iii) 2 GCE 'O' Level passes at A, B or C or 2 CSE grade 1 or 2 CEE grade 1, 2 or 3, one of which must be English Language.

3. Effective communication and good organisational skills are essential, as well as the ability to act on own initiative. Total discretion and a professional and respectful manner must be displayed at all times. It is also essential that candidates are able to work under pressure, meet tight deadlines and use initiative to prioritise workloads.

4. The post is permanent and pensionable and carries a salary scale ranging from £14,721 to £22,067 per annum.

5. Further particulars of the post may be obtained from the Human Resources Department on Telephone No. 20044778.

6. Application Forms may be obtained from the Human Resources Department 83-86 Harbour's Walk, New Harbours, Rosia Road, Gibraltar and should be **handed in**, together with all relevant original certificates to the Human Resources Manager, at the above address not later than **1.00p.m. on Wednesday 9th July 2008**