



Bank of Guyana

Job Title	Confidential Secretary.	Position Type	Full Time
Department	Information Services Department	Level	
		Min. Expr Required	5 years
Under the direction of the Director/Assistant Director, this individual is responsible for executing work of a confidential nature. Consequently, he/she is expected to treat any information encountered during the course of duty with strict confidence. This individual must be matured, possess initiative and manifest a professional attitude during the execution of his/her duties. Duties and Responsibilities of the Confidential Secretary 1. Assume the responsibility of preparing replies to some letters and submitting them for his/her superior to sign. 2. Perform typing duties for his/her superior and verify the accuracy of the work done. 3. Receive all in-coming and record out-going mail. 4. Personally make copies of documents (including highly confidential documents) as requested by the Director/Assistant Director. 5. Maintain an up-to-date filing system. 6. Exercise responsibility for the security of documents, filing cabinets, drawers, files and all information with which he/she may come into contact. 7. Solicit quotations for hardware, software and services as instructed by the Director/Assistant Director. 8. Prepare and follow through all requisitions for the purchase of computers, hardware, software, consumables and IT-related services both locally and international y.			

9. Liaise with the Accounts and Budget and other relevant departments/ units to ensure that payments for the supply of goods and services are effected in a timely manner.

10. Liaise with the Administrative Services Unit of the Human Resources Department to ensure that goods purchased from overseas are cleared from Customs in a timely manner.

II. Maintain a working relationship with suppliers, contractors and service providers.

12. Organise and summon meetings on behalf of the Director/Assistant Director and ensure that all arrangements are in place.

13. Make appointments and keep a replica of Director's/Assistant Director's diary.

14. Make out-going calls and receive in-coming calls on behalf of the Director/ Assistant Director in his/ her absence.

15. Undertake the following activities whenever required: preparation of requisitions for stationery; maintenance of leave roster and leave register; recording of all expenditures on hardware, software, consumables and IT related services; preparation of gas orders; preparation of records transfer forms; and preparation of requisitions for servicing of vehicle.

16. Manage the disbursement of stationery - this includes stationery for departmental use and pre-printed paper for use within the Bank.

17. Carry out any other duties that may be assigned from time to time.

Qualifications

- I. Degree in Management, Sociology or related discipline from a recognised university and at least two (2) years' experience as a secretary/stenographer.
2. Administrative Professional Secretaries Diploma and at least three (3) years' experience as a secretary/stenographer.
3. A minimum of five (5) subjects at one sitting of the GCEICXC examinations (grades A, B, Cor I and II respectively) which should include English and Mathematics and at least five (5) years ' experience as a secretary/stenographer.

Knowledge and Experience

- I. Attendance at upgrading programmes for secretaries would be an asset.
2. Proficiency in the Microsoft Office Suite.
3. The incumbent is expected to demonstrate:
 - a. Good interpersonal, verbal and written communication skills and;
 - b. Good organisational and conflict resolution skills.
4. Typewriting at 50 w.p.m. and Shorthand at 80- 100 w.p.m.

Interaction

This individual is expected to report on a regular basis to the Director/Assistant Director, Information Services on the progress of work and the status of pending issues and to co-ordinate activities whenever necessary. He/she will interact with other staff both senior and junior from the Information Services Department and other departments of the Bank.

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than

WEDNESDAY, NOVEMBER 26, 2025 and should be addressed to:

**THE GOVERNOR
BANK OF GUYANA,
P. O. BOX 1003,
1 CHURCH STREET & AVENUE OF THE REPUBLIC,
GEORGETOWN.**

We regret that responses will not be sent to applicants who do not satisfy the Minimum Qualification Requirements for this position.