



**SAINT CHRISTOPHER AND NEVIS  
MINISTRY OF AGRICULTURE, FISHERIES, AND MARINE RESOURCES**

**BUILDING #16, PORT ZANTE  
BASSETERRE, ST KITTS**

**Tel: (869) 467-1016/1017  
E-mail: moa@gov.kn**

**Job Advertisement: Senior Assistant Secretary**

**Ministry of Agriculture, Fisheries and Marine Resources**

The Ministry of Agriculture, Fisheries and Marine Resources is seeking a highly organized and experienced individual to fill the position of Senior Assistant Secretary. This role is pivotal in supporting the efficient functioning of our ministry, which plays a crucial role in the development and sustainability of agriculture, fisheries, and marine resources in our nation.

**Position Title:** Senior Assistant Secretary

**Location:** Ministry of Agriculture, Fisheries and Marine Resources, Building #16, Port Zante, Basseterre, St. Kitts.

**Job Type:** Full-time

**Responsibilities:**

- Provide high-level administrative support to the ministry.
- Assist in the coordination and implementation of ministry programs, projects, and initiatives.
- Support the Permanent Secretary in the execution of administrative functions and decision-making processes.
- Prepare reports, presentations, and other documents as required by senior management.
- Liaise with other government departments, external stakeholders, and the public on behalf of the ministry.
- Handle confidential information with discretion and integrity.

## Requirements:

- Master's degree in business administration/management or related field.
- Minimum of five years of experience in a management role, preferably in a government or public sector environment.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong interpersonal and communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Knowledge or experience in the field of agriculture is highly desirable.
- Ability to work independently and as part of a team, with a proactive and collaborative approach to problem-solving.

## Application Process:

Interested candidates are invited to submit their application, including a cover letter, detailed resume, and any supporting documents, to **moa@gov.kn** or **psagriculture@gov.kn**. Alternatively, applications can be dropped off at the Ministry of Agriculture, Fisheries and Marine Resources addressed to the Permanent Secretary, Mr. Miguel Flemming.

**Deadline for Applications:** March 29, 2024.

The Ministry of Agriculture, Fisheries and Marine Resources is committed to providing equal employment opportunities and fostering a diverse and inclusive workplace environment. We thank all applicants for their interest in joining our team, however, only shortlisted candidates will be contacted for further consideration.

February 27, 2024.

