

AUDIT OFFICE OF GUYANA

VACANCIES

THE AUDIT OFFICE OF GUYANA is seeking to recruit a qualified individual to fill the position of **Confidential Secretary** within the Auditor General's Secretariat.

Requirements:

Education: A Diploma in Administrative Professional Secretaries, Certificate in Industrial Relations and Management or Certificate in Industrial Relations and Social Studies; a minimum of 5 CXC/GCE O' Levels including English, Social Studies. Secretarial, Microsoft Office Suite and database skills are required.

Experience: Secretarial and administrative skills requiring a minimum of six years training on the job and in-house programmes in areas such as office practice and administrative services. Substantial experience in servicing managerial staff, coordinating office traffic, recording and preparation of a variety of documentation using Microsoft Office. Ability to maintain records important to the job.

Applications along with detailed Curriculum Vitae should be submitted to the Audit Office of Guyana or emailed to humanresources@audit.org.gy **not later than Monday, 03 February 2025** and should be addressed to:

**Human Resources Manager
Audit Office of Guyana
63 High Street
Kingston
Georgetown.**