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**CIRCULAR No. 178**  
**OSC Ref. MISC/2017**

2<sup>nd</sup> August, 2017

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill the vacant post of **Executive Assistant (GMG/SEG 1)**, at the **University Council of Jamaica**, as detailed in the attached Vacancy Notice.

Signed applications accompanied by résumés should be delivered **no later than**  
**Wednesday, 9<sup>th</sup> August, 2017 to:**

**Director, Human Resource & Administration**  
**The University Council of Jamaica**  
**6b Oxford Road**  
**Kingston 5**

**Email: [jobs@ucj.org.jm](mailto:jobs@ucj.org.jm)**

**Please note that only short listed applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

M. Martinez (Mrs.)  
for Chief Personnel Officer (acting)