



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 127-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

EXECUTIVE SECRETARY

Nursing Administration

Salary range: CI\$42,444 to CI\$57,036 per annum

The Executive Secretary (Nursing Administration) provides secretarial services to the Director of Nursing and support to the Nursing Administration staff.

Primary Responsibilities: the successful candidate provides comprehensive administrative and secretarial support to the Director of Nursing, managing correspondence, reports, meetings, minutes and filing systems. The candidate maintains attendance/overtime records, office supplies and receptionist duties, and support national registers (Immunization, Birth). The role requires strong organizational skills, discretion, and the ability to manage competing priorities while maintaining professionalism, confidentiality, and accuracy in a fast-paced clinical environment.

Qualification & Experience: The successful candidate must possess an Associate Degree or Secretarial Diploma, with a minimum of three (3) years' experience at an executive secretarial or personal assistant level supporting senior management OR five (5) years direct working experience at executive/secretarial level. Candidates must be mature, experienced professionals able to handle highly sensitive and confidential information. The candidate should have excellent typing skills and advanced proficiency in Microsoft Office applications, particularly Word and Excel, are essential. The role requires exceptional written and verbal communication skills, strong organizational ability, attention to detail, and the capacity to manage competing priorities in a fast-paced environment. Candidates should have strong interpersonal skills, sound judgment, initiative, and the ability to work independently under pressure are critical. Experience in a healthcare or clinical environment, familiarity with medical terminology, and the ability to deal tactfully and compassionately with distressed individuals would be an asset.

A remuneration and benefits package, commensurate with experience and qualifications will be offered to the successful candidate.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.

Deadline for post: March 1, 2026

Committed to Caring for You



Job Description

Job title	Executive Secretary	Job Holder	
Reports to	Director of Nursing	Section	Nursing Administration

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 127-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic, which is a purpose-built facility.

The Director of Nursing is responsible for Nursing Care provided throughout Grand Cayman. A team of 12 Nurse Managers, 3 full-time Shift Coordinators and 10 part-time Shift Coordinators are responsible for the day-to-day management of patients and resources and report directly to the DON. In addition, the DON is also jointly responsible with the DPHC for the programs provided by nurses in the Public Health Service eg. School Health, Prison Health, EPI

Job Purpose

Provide secretarial services to the Director of Nursing and support to the Nursing Administration staff.

Dimensions

- Post holder has no supervisory responsibilities
- Post holder has no budgetary responsibilities.

Duties and responsibilities

- A. Provides receptionist and secretarial services to the Director of Nursing
- B. Supports the National Immunization Register and assists with preparation of annual coverage reports
- C. Supports the National Birth Register
- D. Maintain the filing systems for hard and electronic documents.

- E. Records and monitors the flow of correspondence in and out of the DONs office and maintains the mail log
- F. Prepares documents for DON, Shift Coordinators and Nurse Managers as may be required.
- G. Records and prepares minutes for any meetings held by the Director of Nursing.
- H. Maintains the attendance records for all Nursing Administration staff
- I. Maintains the overtime log for all nursing staff
- J. Procures and controls office supplies.
- K. Any other duties as assigned from time to time

Qualifications, Experience & Skills Requirement

The successful candidate must possess an Associate Degree or Secretarial Diploma, with a minimum of three (3) years' experience at an executive secretarial or personal assistant level supporting senior management OR five (5) years direct working experience at executive/secretarial level.

Must possess excellent typing skills. Have an excellent working knowledge of Microsoft Word, and Excel is required.

Must have exceptional written and oral skills, self-motivated with initiative, strong organizational skills and attention to detail. The candidate must demonstrate the ability to handle highly sensitive and confidential matters with discretion, while effectively managing multiple priorities and meeting established deadlines.

Must be flexible, mature, responsible, and possess good telephone manners in order to deal with a large number of clients who contact Nursing Administration for various reasons.

Direct reports

Post holder does not supervise any other staff.

Other Working Relationships

Post holder must liaise with:

- Nurse Managers
- Shift Coordinators
- Senior Managers
- Nurses
- Support staff

The position requires tact and the ability to remain calm and polite even under stressful conditions.

Decision Making Authority and Controls

On a day-to-day basis, the post holder plans own work except for priority assignments given by the Director of Nursing. Post holder is required to plan to give priority to meet deadlines and recommend changes in systems to improve efficiency.

Post holder makes decisions as to Director of Nursing schedule within set guidelines and on routine secretarial and office management in consultation with the Director of Nursing.

Working conditions

- Regular working hours

Physical requirements

Problem/Key Features

- Erratic workload
- Competing requests

Evaluation Metrics

- Timely and accurate completion of assigned duties
- Effective calendar and meeting coordination
- Strict confidentiality and secure information handling
- Strong organizational and multitasking ability
- Professional and responsive communication
- Computer proficiency/typing skills

I _____ agree to the duties outlined in this job description.

Approved by:	<i>Director of Nursing</i>
Date approved:	<i>November 2025</i>
Reviewed:	<i>20-Jan-2026</i>
Next Review	
Employee Signature/Date:	
Manager Signature/Date:	