



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF  
JAMAICA  
**MINISTRY OF HEALTH**

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**JOB DESCRIPTION AND SPECIFICATION**

|                    |                                   |
|--------------------|-----------------------------------|
| <b>JOB TITLE:</b>  | Administrator                     |
| <b>JOB GRADE:</b>  | GMG/AM 2                          |
| <b>DEPARTMENT:</b> | Standards and Regulation          |
| <b>REPORTS TO:</b> | Director Standards and Regulation |
| <b>MANAGES:</b>    |                                   |

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

## **JOB PURPOSE**

To coordinate the administrative management activities and provide liaison between the Director and other Officers of the Standards and Regulation Division.

## **KEY OUTPUTS**

1. Annual budget and quarterly cash flow prepared.
2. Liaison with designated officers regarding assistance through Compassionate Fund
3. Activities to purchase drugs provided through Fund coordinated
4. Office supplies and equipment purchased, controlled and distributed
5. Follow up on decisions taken by the Director of Standards and Regulation
6. Leave allocation monitored and controlled
7. Liaison with Non-governmental organizations facilitated as requested by Director
8. Notification provided to Officers regarding deadlines e.g. for monthly reports

## **KEY RESPONSIBILITY AREAS**

### **Administrative Responsibilities**

1. Prepares annual budget and quarterly cash flow
2. Prepares income and expenditure statements
3. Ensures that all bills incurred are committed and paid.
4. Provides estimate cost and specifications for the procurement of equipment and other supplies.
5. Implements an inventory management system to ensure the safety of supplies and equipment.

6. Directs and controls the distribution of office supplies and materials
7. Establishes, organize and maintain a system of records
8. Maintains and update records.
9. Liaises with officer regarding assistance through the compassionate fund.
10. Assists in the redeployment of secretarial and record officer when necessary.
11. Deals with routine (standard) information to members of staff and the public upon request.

**Other Responsibilities**

1. Performs any other related duties, as may be assigned by the Director, Standards and Regulation or other Department Head in the Division.

**PERFORMANCE STANDARDS**

1. Deadlines are met in a timely manner.
2. Work executed is of a high standard and organizational principles are adhered to.
3. Confidentiality is maintained in the execution of duties.
4. Performance level is consistently high.
5. Synergy among workers maintained.

**REQUIRED COMPETENCIES**

| <b>Functional/Technical Competencies</b>                             | <b>Level</b> |
|--|--------------|
| Wide knowledge of Public Service Regulations, Policies and Practices |              |
| Fair knowledge of the staff orders                                   |              |
| Sound Knowledge of administrative procedures and principles          |              |
| Knowledge of modern office equipment, processes and procedures       |              |
| Good Knowledge of Word Processing and Accounting                     |              |

|                               |  |
|-------------------------------|--|
| High level of professionalism |  |
|-------------------------------|--|

| <b>Core Competencies</b>                      | <b>Level</b> |
|---|--------------|
| Good Oral Communication                       |              |
| Good Written Communication                    |              |
| Analytical Thinking                           |              |
| Good Human Relations and Interpersonal Skills |              |
| Good time management skills                   |              |
| Initiative                                    |              |

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Minimum requirements for entrance to the Public Service.
- Certificate/Diploma in Management Studies, Public Administration or Equivalent
- Three (3) years working experience in a similar capacity.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Required to meet numerous deadlines
- Exposed to highly confidential information

### **AUTHORITY**

- To access confidential information from staff