



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Secretary  
**JOB GRADE:** OPS/SS2  
**DEPARTMENT:** Emergency Disaster Management & Special Services  
**REPORTS TO:** Director Emergency Management & Special Services  
**MANAGES:** N/A

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**

Providing secretarial and stenographic services for the effective operation of the Emergency, Disaster Management and Special Services Branch

## **KEY OUTPUTS**

1. All documentation processed.
2. Schedule of meetings, Itineraries and appointments for Director organized and maintained.
3. Assigned meetings scheduled and attended.
4. Communication with other departments within the Ministry of Health, Head Office, hospitals, health departments, regional health authorities, other government departments and private agencies maintained.
5. Ministry of Health National Emergency Operations Centre (MOH NEOC) established.

## **KEY RESPONSIBILITY AREAS**

1. Performs secretarial and typing services for the Branch.
2. Screens visitors and callers to determine the nature of their enquiry, answer and/or forward to relevant person.
3. Communicates routine (standard) information to members of staff and the public upon request
4. Ensures the safety and security of confidential documents and reports
5. Receives, sorts, records and dates incoming mails and dispatches outgoing mails promptly and accurately.
6. Follows-up on correspondence and assignments issued by the Director.
7. Attends meetings as scheduled.
8. Records and transcribes minutes of meetings and distributes to relevant persons.

9. Liaises with the departments within the MOH, Regional Health Authorities, other government departments and private agencies, as required.
10. Arranges and attends assigned meetings, including preparing notices and ensuring provision of refreshment.
11. Makes arrangements for meetings seminars and workshops.
12. Makes photocopies of correspondence, reports and other documents, as required.
13. Assists with the activation and de-activation of the MOH NEOC
14. Performs secretarial duties and other assignments within the MOH NEOC.
15. Assists with Special Services activities and events.
16. Assists with the certification of bills, when required.
17. Performs other related functions assigned by the Director.

### **Other Responsibilities**

18. Assists with distribution of medication for international travel for Government Officials and other persons representing the country in an official capacity, as indicated by Director

### **PERFORMANCE STANDARDS**

1. Assigned tasks and regular duties are effectively carried out in a timely manner.
2. Work executed is of high standard and organizational principles followed.
3. Services provided on Special Services events conform to Ministry of Health emergency management and care standards.
4. Confidentiality maintained in the execution of duties.
5. Conform to international travel health requirements

## **REQUIRED COMPETENCIES**

<b>No</b>	<b>Core Competencies</b>
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1	Excellent oral communication skills
2	Excellent written communication skills
3	Ability to work in an organized, logical and efficient manner
4	Ability to work in a team
5	Excellent interpersonal skills
6	Ability to use initiative
7	Excellent planning and organizing skills
8	Ability to manage external relationships

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Four (4) CXC/GCE O'Level subjects including Math and English
- Secretarial Diploma from a recognized institution
- Successful completion of the prescribed course for secretaries conducted by the Management Institute for National Development or its equivalent.

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

- Exposure to highly confidential and critical information.
- Displaying dedication and high levels of professionalism.
- Working above and beyond the call of duty.
- Working beyond normal working hours.
- Fulfilling numerous critical deadlines.

## **AUTHORITY**

- Accessing confidential files
- Releasing routine information to members of the public and private sector agencies as instructed and required.

