



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Secretary 2
JOB GRADE:	OPS/SS 2
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division /Expenditure Control &Accounts Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Financial Accounts
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Director, Financial Accounts, the incumbent will provide secretarial support for the effective operations of the Expenditure Control & Accounts Branch.

2. KEY OUTPUTS (Results, Deliverables)

- Letters and document typed and collated;
- Schedule of meetings prepared;
- Documents photocopied and collated;
- Incoming and outgoing correspondence processed;
- Proper filing system maintained;
- Telephone calls processed;
- Office administration managed and office supplies maintained.

3. KEY RESPONSIBILITY AREAS

A). Management and Administrative Responsibilities

- Prepares schedules of meetings and maintains appointments dairy for the Director, Financial Accounts;
- Receives, answers, screens and makes telephone calls for the Director, Financial Accounts refers to appropriate officers from time to time;
- Receives/hosts visitors to the Director;
- Monitors and maintains adequate supply of stationery and other office supplies for the Branch.

B). Technical and Professional Responsibilities

- Types letters (dictated or written) reports, memoranda, financial and accounting statements as necessary and submit to Director, Financial Accounts for review and signing;
- Maintains an efficient and effective information storage and retrieval system both electronically and manually for the Branch;
- Ensures the safety of confidential files and records;
- Receives, open and sort incoming correspondence and dispatch outgoing correspondence;
- Ensure prompt and accurate recording of the receipt and movement of correspondence;
- Follow-up on correspondence and assignments issued by the Director, Financial Accounts to functional officers;
- Attends in-house meetings and take notes and prepare minutes, as required;
- Liaises with the Ministry of Health, Regional Health Authorities, Departments/Agencies, as required;
- Makes arrangements for quarterly review meetings;
- Operates office equipment such as photocopier, fax machine in support of the work of the Expenditure Control &Accounts Branch.

C). Other Responsibilities

- Performs any other related duties, as assigned by the Director, Financial Accounts.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Letters and documents typed, amended and collated are accurate and prepared within agreed timeframe;
- Schedule of meetings prepared in a timely manner;

- Documents photocopied and collated in a timely manner;
- Incoming and outgoing correspondence processed in accordance with established guidelines;
- An efficient storage and retrieval system of correspondence is maintained;
- Callers and other contacts are treated with courtesy and their requests/questions are handled in a timely manner;
- Office administration managed and office supplies maintained in keeping with set standards.
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties.

5). INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Director, Financial Accounts	Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback.
Other members of staff	Obtain and share information,
Regional Health Authorities	Obtain and share information,

ii) External

Contact	Purpose of Communication
Ministry of Finance and the Public Service,	Obtain /share information

6. REQUIRED COMPETENCIES:

Core

- Good oral and written communication skills;
- Good Human Relations and Interpersonal skills;

- Good time management, planning and organizing skills;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Ability to work on own initiative.

Technical

- Sound knowledge of record keeping and records/file management techniques;
- Sound knowledge of secretarial procedures and practices;
- Knowledge of administrative concepts, principles and practices
- Proficiency in typewriting and shorthand;
- Knowledge of modern office equipment,
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- GCE or CXC 4 subjects or its equivalent (including Mathematics and English);
- Be proficient in typewriting and shorthand;
- Successful completion and the Office Professional Training Course at the Management Institute for National Development;
- Minimum of two (2) years working experience in a similar capacity;
- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- May be required to work beyond normal hours from time to time.

9. AUTHORITY TO:

- Screen visitors/telephone calls to the Director, Financial Accounts.

10. WORKING CONDITION:

- Normal office conditions