



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Secretary
JOB GRADE: OPS/SS2
DEPARTMENT: Health Promotion and Protection
REPORTS TO: Director, Health Promotion and Protection
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

To provide secretarial support for the efficient and effective operations of the Health Promotion and Protection Department.

KEY OUTPUTS

1. Documents typed.
2. Correspondence and assignments maintained.
3. Liaison with Ministry of Health personnel.
4. Arrangements for meetings, seminars and workshop.

KEY RESPONSIBILITY AREAS

1. Types letters, forms, budgets, and memoranda, as necessary and submit to Director.
2. Screens telephone calls and visitors and refer them to appropriate officers.
3. Maintains an efficient and effective information storage and retrieval system.
4. Follows up on correspondence and assignments issued by the Director
5. Liaise with Ministry of Health, Regional Health Authorities and other Government Departments as required.
6. Makes arrangements for meetings, seminars and workshops.
7. Makes copies of correspondence, reports and other documents.
8. Performs any other related duties, as assigned by the Director.

PERFORMANCE STANDARDS

1. Assigned tasks and regular duties are effectively carried out
2. Work carried is of a high standard and organizational principles are adhered to
3. An efficient storage and retrieval system for correspondence is maintained

4. Confidentiality is maintained in the execution of duties

REQUIRED COMPETENCIES

Functional/Technical Competencies
Proficiency in the use of relevant computer applications
Knowledge of secretarial procedures and practices
Knowledge of administrative practices
Knowledge of modern office equipment, practices and procedures
Proficiency in typewriting and shorthand

Core Competencies	Level s
Oral Communication	1
Written communication	2
Teamwork and Cooperation	2
Interpersonal skills	2
Initiative	2
Planning and organizing skills	2
Managing external relationships	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four (4) CXC/GCE O’Level subjects including Math and English
- Be proficient in typewriting and shorthand
- Be computer literate
- Successful completion of the Certificate in Administrative Management Level 1 (CAM 1) course for secretaries conducted by the Management Institute for National Development

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

