



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Assistant to the Permanent Secretary
JOB GRADE:	GMG/SEG
POST NUMBER:	27223
DIVISION/BRANCH:	Executive Management
SECTION/UNIT:	-
REPORTS TO:	Permanent Secretary
MANAGES:	Administrator Senior Secretary OPS/SS 3

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 direction of the Permanent Secretary, the incumbent assist the Permanent Secretary in executing her/his duties as outlined by the Cabinet Office and act as a conduit for the flow of information to and from the Ministry's clients (internal and external).

2. KEY OUTPUTS (Results, Deliverables)

- Meetings scheduled and coordinated;
- Research conducted;
- Minutes produced;
- Briefs prepared;
- Letters prepared;
- Flow and distribution of information coordinated and disseminated;
- Follow-up actions investigated and reported on;
- Communication mechanism implemented and monitored;
- Reports prepared and presented.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Schedules and coordinates meetings, appointments and travel arrangements for the Permanent Secretary;
- Communicates with Senior Directors, Heads of Agencies/Departments, Permanent Secretaries in other Ministries other stakeholders as directed by the Permanent Secretary;

- Co-ordinates local and overseas travel arrangements for the Permanent Secretary;
- Co-ordinates and direct office services such as records and household activities to aid the Permanent Secretary;
- Prepares administrative policies and procedures as required for the Permanent Secretary;
- Greets visitors and determine reason for visit;
- Answers, screens and transfer telephone calls;
- Complies quarterly and monthly reports on activities undertaken;

B.) Technical/Professional Responsibilities

- Assesses correspondence and bring problems and potential barriers to effective implementation to the attention of the Permanent Secretary, together with proposals for corrective action as judged appropriate;
- Communicates decisions emanating from the Political Directorate, the Executive and Senior Management, and the Permanent Secretaries' Board as directed, to the relevant personnel and put in place mechanisms for monitoring of the implementation of these decisions and for follow-up action where appropriate;
- Prepares briefs for the Permanent Secretary for submission to the Minister and for presentation to the Public Administration & Appropriation Committee (PAAC);
- Keeps abreast of the status of the Ministry's reform projects and ongoing programmes as required;
- Designs, coordinates and evaluates activities/events organised as special projects, which require the involvement of more than one division/branch of the Ministry and/or other Ministries;
- Serves as secretary at meetings of Divisional Directors and Section Heads with the Permanent Secretary;
- Ensures that Permanent Secretary meetings are held at designated intervals, that action minutes are produced and circulated within seventy-two hours and that appropriate follow-up action takes place;

- Establishes mechanisms that will ensure that all reports requested by the Permanent Secretary are received on a timely basis, as directed;
- Oversees all arrangements related to overseas travel by the Permanent Secretary, including the securing, and where appropriate, preparation of briefs and other forms of documentation;
- Coordinates follow-up action arising from overseas travel by the Permanent Secretary by liaising with the relevant persons and agencies and monitoring the implementation of decisions especially those involving action by the Ministry;
- Ensures that there is no delay in the complete and accurate transmission of information to all relevant persons;
- Advises the Permanent Secretary of mechanisms for cutting costs and streamlining operational procedures;
- Prepares reports as required;
- Proposes and monitors the implementation of measures to improve the physical environment.

C.) Human Resource Responsibilities

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Ministry;
- Recommends vacation leave and approves sick and departmental leave for staff in the in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to

enable them to undertake their duties efficiently and effectively;

- Conducts monthly and ad hoc meetings.

D.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned by the Permanent Secretary.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Meetings scheduled and coordinated in an appropriate and timely manner;
- Research conducted is of quality standard, accurate and comprehensive;
- Minutes produced in a timely and efficient manner;
- Briefs prepared are accurate and produced within specified time;
- Letters prepared are accurate and produced in a timely manner;
- Flow and distribution of information coordinated and disseminated as directed;
- Follow-up actions investigated and reported on as necessary;
- Communication mechanism implemented and monitored in keeping with agreed processes and procedures;
- Reports prepared and presented are comprehensive, accurate and produced within the agreed timeframe;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Harmonious relations are maintained with members of staff and external contacts.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Receive directives, obtain advice, and guidance, regarding portfolio and provide feedback
Chief Medical Officer	Receive directives, obtain advice, and guidance, regarding portfolio and provide feedback
Executive and Senior Management	Collaborate, obtain and share information, provide feedback
Regional Health Authorities	Collaborate, obtain and share information, provide feedback
Heads of Agencies - Health	Collaborate, obtain and share information, provide feedback

ii) External Contact

Contact	Purpose of Communication
Office of the Prime Minister	Obtain and share information, provide feedback
Cabinet Office	Obtain and share information, provide feedback
Permanent Secretaries in other Ministries	Obtain and share information, provide feedback
Auditor General's Department	Matters relating to audit queries
Accountant General's Department	Matters relating to Central Treasury Management System (CTMS)
Tourist Enhancement Fund (TEF)	Project related matters
International Agencies	Project related matters

6. REQUIRED COMPETENCIES

Core

- Good interpersonal skills;
- Good planning, organizing and presentation skills;
- Excellent time management skills;
- Ability to communicate effectively orally and in writing;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;

- Initiative
- Good problem solving skills
- Managing external relationships;
- Excellent integrity/ethics exercised in the performance of duties;
- Ability to work under pressure to meet deadlines with minimal supervision
- Ability to exercise sound judgement and attention to detail;
- Strong goal/result orientation;
- Maintains a high level of productivity and self-direction.

Technical

- Knowledge of Government's policies and procedures;
- Knowledge of the Ministry of Health's policies and procedures;
- Knowledge of modern office equipment, practices and procedures;
- General Administrative practices;
- Familiarity with the Staff Orders for the Public Service;
- Familiarity with the Civil Service Establishment Act;
- Proficiency in the use of relevant computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors Degree in Management or Public Administration or a related discipline from a recognized tertiary institution or any equivalent combination of qualifications;
- Minimum of three (3) years experience in an administrative capacity.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY TO:

N/A

10. WORKING CONDITIONS

- Normal office conditions.