



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Secretary
JOB GRADE:	OPS/SS3
DEPARTMENT:	Finance, Accounts & Budget
REPORTS TO:	Principal Finance Officer
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 to the Finance, Accounts and Budget Division in order to maintain the effective and smooth operation of the Division.

KEY OUTPUTS

1. Effective information storage and retrieval system maintained
2. Letters and documents typed, collated and amended
3. Draft letters, forms, reports, budgets and work plans typed
4. Arrangements for meetings, seminars and workshops completed
5. Documents and correspondence photocopied

KEY RESPONSIBILITY AREAS

Secretarial Responsibilities

1. Performs secretarial duties for Principal Finance Officer
2. Maintains an efficient and effective information storage and retrieval system both electronically and manually for the PFO
3. Follow-up on correspondence and assignments issued by the Director to functional officers
4. Screens telephone calls and visitors and refer them to the appropriate officer. Give routine (standard) information to members of staff and the public upon request
5. Schedules appointments and meetings for PFO
6. Types and draft letters (dictated or written) forms, reports, budget, work plans, programmes, invitations and memoranda, as necessary and submit to PFO of the Division/Section for review and signing
7. Ensures the safety of confidential files and records
8. Maintains record of the movement of files
9. Receives, open and sort incoming mail and dispatch outgoing mail

10. Ensures prompt and accurate recording of the receipt and movement of correspondence
11. Attends in-house meetings, take notes and prepare minutes, as required
12. Liaises with the Ministry of Health Divisions, Regional Health Authorities and other Government Departments, as required
13. Makes arrangements for meetings, seminars and workshops
14. Makes photocopies of correspondence, reports and other documents
15. Receives and dispatches fax messages

Other Responsibilities

1. Perform any other duties assigned by the Principal Finance Officer or any other Departmental Director or other personnel of the Division

PERFORMANCE STANDARDS

2. Assigned tasks and regular duties are effectively carried out effectively and in a timely manner
3. Work performed is of a high standard and organizational principles are adhered to
4. An effective information storage and retrieval system is maintained.
5. Confidentiality is maintained in the execution of duties.
6. A team approach is adopted with other Unit Directors, internal and external customers

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of Technology	2
Knowledge of secretarial procedures and practices	2
Compliance	2
Knowledge of modern office equipment, practices and	2

procedures	
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Core Competencies	Level
Oral Communication	2
Written communication	2
Teamwork and Cooperation	2
Interpersonal skills	2
Initiative	2
Planning and organizing skills	2
Managing external relationships	2
Time Management	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Secretarial Studies
- Successful completion of the Certificate in Administrative Management Level 2 (CAM 2) course for secretaries conducted by the Management Institute for National Development
- Be proficient in word processing, typewriting and shorthand

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

N/A