



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Secretary 2
<b>JOB GRADE:</b>	OPS/SS 2
<b>POST NUMBER:</b>	27402
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Procurement Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Director, Procurement
<b>MANAGES:</b>	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)**

Reporting to the Director, Procurement, the incumbent will provide secretarial support for the effective operations of the Branch.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Documents typed, amended and collated;
- Notes and minutes produced;
- Draft and final reports typed;
- Meetings coordinated and organized;
- Appointments/engagements scheduled, and logged;
- Operational manuals, templates and forms produced;
- Proper storage and retrieval of documents manually and electronically;
- Receipt and movement of reports, other documents accurately recorded;
- Office administration managed and office supplies maintained;
- Calls and visitors handled;

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Management/Administrative Responsibilities**

- Organises meetings, workshops, training sessions, venues and inform participants beforehand;
- Prepares Agendas for meetings and organise relevant information and documents;
- Maintains schedules of meetings and appointments for the Director;

- Receives and makes telephone calls for the Director and other staff in the Branch;
- Receives/hosts visitors to the Director;
- Maintains an effective and efficient information storage and retrieval system both manually and electronically;
- Maintains adequate supply of stationery and other office supplies for the Unit;

#### **B.) Technical/Professional**

- Drafts letters and other correspondence for the Director's signature;
- Arranges and attends in-house meetings, records and generate accurate minutes of meeting;
- Distributes all relevant documents for Procurement Committee meetings;
- Distributes Tender documents and ensure Tenders sign the Bid Receipt Register;
- Prepares draft report for the Director, Procurement, for submission to the Ministry of Finance and the Public Service and the Office of the Contractor General;
- Prepares and produces operational manuals,;
- Designs templates and forms as requested;
- Makes amendments to documents as necessary;
- Follow-up on correspondence;
- Ensures prompt and accurate recording of the receipt and movement of reports, operational manuals and other documents;
- Retrieves documents/information from Registry, Documentation Centre as required by the Director, Procurement;
- Operates office equipment such as photocopier, fax machine in support of the work of the Director and the Branch;

- Liaises with the Regional Health Authorities and other government departments and agencies as required;
- Collates the monthly reports for the Branch for submission to the Director Corporate Services

#### **C.) Other Responsibilities**

- Performs other related duties that may from time to time be assigned.

#### **4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Documents typed, amended and collated are accurate and produced in the appropriate format;
- Notes and minutes produced, reproduced and distributed in a timely manner are sound and a high level of accuracy is maintained;
- Draft and final reports typed are accurate and prepared within agreed timeframe;
- Meetings /workshops, training sessions are efficiently planned, coordinated and organized;
- Appointments/engagements scheduled, and logged and reminders provided to facilitate effective preparation and timely arrival;
- Operational manuals templates and forms produced are accurate and prepared in an appropriate format;
- Documents/reports manually and electronically, properly stored and retrieved in accordance with established guidelines;
- Receipt and movement of reports, other documents accurately recorded within a specified time;
- Office administration managed and office supplies maintained;
- Visitors, callers and other contacts are treated with courtesy;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Harmonious relations are maintained with staff members and external contacts.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i.) Internal

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

### ii) External

Contact	Purpose of Communication
RHA's, MDA's	Obtain and 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;
- Proficiency in typewriting and shorthand;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications;
- Knowledge of modern office equipment,

**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Successful completion of a course of study at an accredited Secretarial School and English Language at the CXC/GCE O'Level English;
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development at (MIND);
- Typewriting/word processing at a speed of 45-50 wpm;
- Good shorthand/note taking skills of at least 100wpm would be an asset;
- At least two (2) years working experience in a similar capacity.

**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.

**10. WORKING CONDITION:**

- Normal office conditions