



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Administrator

JOB GRADE: GMG/AM 3

DEPARTMENT: Emergency, Disaster Management & Special Services

REPORTS TO: Director Emergency, Disaster Management & Special Services

MANAGES: 2 Secretaries, 1 Records Clerk

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 efficiently and effectively manage the administrative operations of the Emergency, Disaster Management and Special Services Branch

KEY OUTPUTS

1. Annual budgets prepared
2. Expenditures and variance reports prepared and monitored
3. Emergency equipment and supplies for the Emergency, Disaster Management and Special Services Branch and the Ministry of Health, National Emergency Operations Centre (MOH NEOC) inventories maintained
4. Monthly and quarterly reports on the activities of the branch Compiled

KEY RESPONSIBILITY AREAS

Management /Administrative Responsibilities

1. Prepares the annual budget for the Emergency, Disaster Management and Special Services Branch.
2. Prepares the quarterly cash flow requirement and the income and expenditure statement for the quarterly performance review.
3. Monitors the Branch's expenditure by ensuring that bills incurred by the Branch are committed in accordance with budget allocations.
4. Maintains a record of commitments through expenditure and allocations.
5. Prepares monthly expenditure and variance reports.
6. Compiles monthly and quarterly reports on the activities of the Branch for submission to the Director, Emergency, Disaster Management and Special Services.

Technical/Professional Responsibilities

1. Liaison with the Procurement Manager in order to obtain equipment, furniture, stationery and any other items required for the efficient functioning of the Branch.
2. Maintains an inventory of emergency equipment, pharmaceuticals, medical supplies and sundries and other supplies for the Emergency, Disaster Management and Special Services Branch.
3. Ensures that recommended stock levels of equipment and supplies needed for activation of the MOH NEOC are maintained
4. Coordinates and facilitates the flow of information between the branch and other departments and divisions within the Ministry of Health, Regional Health Authorities and other agencies.
5. Ensures the preparation and updating of contact information for Ministry of Health senior staff and members of the National Disaster Mechanism.
6. Ensures the availability of an emergency supply of fuel.
7. Liaison with the Office of Disaster Preparedness and Emergency Management, Emergency Services and other relevant organizations, as required.
8. Arranges all activities related to meetings, workshops, local and overseas travel.
9. Liaison with the Director, General Administration to ensure the maintenance of furniture and equipment in Branch and the MOH NEOC.
10. Ensures proper utilization of equipment.

Human Resource Responsibilities

1. Assists in the training of personnel islandwide in the use and application of the Supply Management System (SUMA), in collaboration with the Office of Disaster Preparedness and Emergency Management
2. Assists the Director, EDMSSB with personnel matters including maintaining a staff record of annual vacation and other leave applications and compiling annual vacation leave roster.

Other Responsibilities

1. Performing any other related duties, as assigned by the Director, Emergency, Disaster Management and Special Services.

PERFORMANCE STANDARDS

1. Ministry of Health's Policies and Procedures adhered
2. Administrative Principles and Practices adhered.
3. Government Accounting systems and procedures adhered.
4. Budget prepared.
5. Staff Orders for the Public Service followed.
6. Timely submission of reports.

REQUIRED COMPETENCES

Functional/Technical Competencies	Level
Sound knowledge of the Ministry of Health's policies and procedures	
Knowledge of general administrative practices	
Knowledge of accounting	
Knowledge of the budgetary process	
Computer literate	

Core Competencies	Level
Good oral communication skills	
Excellent written communication skills	
Good human relation and interpersonal skills	
Having good time management skills	
Having report writing skills	
Ability to use initiative	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors Degree in Public Administration or Equivalent - plus
- Training in basic government accounting

- A minimum of three (3) years working experience in an administrative capacity - or
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Working beyond the normal working hours
- Travelling islandwide to assist with implementation of programmes, as well as overseas, for training courses.

AUTHORITY

- Requesting confidential information from staff within the Branch