



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Secretary
JOB GRADE:	OPS/SS 2
DIVISION:	Human Resource Management and Corporate Services
BRANCH:	Human Resource Management and Development
REPORTS TO:	Director, Manpower Planning and Development
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

Under the general supervision and guidance of the Director of the Unit, the incumbent will provide secretarial support for the effective operation of the Unit.

KEY OUTPUTS

1. Documents typed, amended, collated and dispatched.
2. Filing system maintained.
3. Meetings and appointments Scheduled.

KEY RESPONSIBILITY AREAS

1. Responds to internal and external request for basic information on payments etc.
2. Drafts response to correspondence for Director's signature.
3. Monitors supplies of stationery and make requests for replacement as needed.
4. Liaise with Procurement unit re purchasing of goods for the unit in collaboration with Director of the Unit.
5. Submits Leave and Salary Particulars of Officers to the Personnel Unit.
6. Prepares letters and screens internal and external customers.
7. Screens telephone calls and visitors and refer them to the Director. Give routine (standard) information to members of staff and the public upon request.
8. Maintains an efficient and effective information storage and retrieval system both electronically and manually for the Unit. Ensure the safety of confidential files and records.
9. Receives, opens and sorts incoming mail and dispatch outgoing mail. Ensure prompt and accurate recording of the receipt and movement of correspondence.
10. Follow-up on correspondence and assignments issued by the Director to functional officers

11. Maintains appointment diary for the Director.
12. Ensures that all confidential documents are secured.
13. Attends in-house meetings and take notes and prepare minutes, as requested.
14. Liaises with the Ministry of Health, Regional Health Authorities and other Government Department, as required.
15. Makes arrangements for meetings, seminars and workshops.
16. Makes photocopies of correspondence, reports and other documents.
17. Assists with the preparation for the payment of bills.
18. Performs any other related duties, as assigned by the Director.

PERFORMANCE STANDARDS

1. Assigned tasks and regular duties are effectively carried out in a timely manner.
2. Work executed is of high standard and organizational principles followed.
3. Confidentiality maintained in the execution of duties.

REQUIRED COMPETENCIES

Core Competencies	Levels
Good oral communication skills	2
Good written communication skills	2
Good Customer Service skills	2
Time Management	2
Initiative	2
Ability to organize	2
Records and file management	2

Functional/Technical Competencies

Office practice and procedures
Shorthand skills
Typing skills
Filing skills
Knowledge of modern office equipment

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four (4) CXC/GCE O'Level subjects including Math and English
- Secretarial Diploma from a recognized institution
- Successful completion of the Certificate in Administrative Management Course for secretaries conducted by the Management Institute for National Development or its equivalent.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to highly confidential and critical information.
- Displaying dedication and high levels of professionalism.
- Working above and beyond the call of duty.
- Working beyond normal working hours.
- Fulfilling numerous critical deadlines.

AUTHORITY

- Accessing confidential files
- Releasing routine information to members of the public and private sector agencies as instructed and required.