



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Secretary

JOB GRADE: OPS/SS 2

DEPARTMENT: Mental Health and Substance Abuse

REPORTS TO: Director Mental Health and Substance Abuse

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 for the efficient and effective operations of the Mental Health and Substance Abuse Department.

KEY OUTPUTS

1. Effective information storage and retrieval system maintained
2. Letters and document typed, collated and amended accurately
3. Meetings scheduled and organized.
4. Minutes of meetings recorded and typed
5. Schedules of meetings and appointments for the Director and other officers assigned to the unit, organized and maintained
6. Liaises with Senior Medical Officers/Regional Psychiatrist regarding Monthly Reports/Statistics
7. Incoming and outgoing mails processed efficiently
8. Annual Reports and Work Plans are typed

KEY RESPONSIBILITY AREAS

Secretarial Responsibilities

1. Performs stenographic and typing services for the Director.
2. Typed Reports, Budgets, Programmes and Manuals.
3. Interviews visitors and callers to determine the nature of their enquiry and refer persons to the appropriate officer.
4. Deals with routine (standard) information for members of staff and the public upon request
5. Establishes and maintains an effective information storage and retrieval system for the Director/Unit.
6. Ensures the safety and security of confidential documents and reports
7. Receives and sorts incoming mails and dispatches outgoing mails.

8. Ensures the prompt and accurate recording of the receipt of correspondences and files.
9. Follows-up on correspondences and assignments issued by the Director to functional officers.
10. Attends in-house meetings, records proceedings and prepares minutes as required.
11. Attends work shops and seminars
12. Liaises with the Ministry of Health Divisions, Regional Health Authorities, Regional Psychiatrists, Mental Health Officers and other government a department as required.
13. Makes arrangements for meetings seminars and workshops.
14. Makes photocopies of correspondences, reports and other documents.

Other Responsibilities

1. Performs other related functions assigned from time to time by the Director, Mental Health & Substance Abuse Unit.

PERFORMANCE STANDARDS

2. Assigned tasks and regular duties are effectively carried out in a timely manner.
3. Work executed 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 and secretaries
7. Deadlines are consistently met
8. Performance level is consistently high
9. High degree of dedication and reliability is demonstrated in performing duties

10. Establishes & maintains meaningful relationships with the following:

Internally

Unit Director
Hospital)
Secretaries
Regional Psychiatrist
Mental Health Officer
Drug Court Councillor
Pan American Health Organization
Private Sector
Relevant Non Government Organizations
Community Based Organization
Other Ministries

Externally

Senior Medical Officer (Bellevue
Medical Officer of Health

REQUIRED COMPETENCIES

Functional/Technical Competencies
Proficiency in the use of relevant computer applications
Knowledge of secretarial procedures and practices
Knowledge of administrative practices
Knowledge of modern office equipment, practices and procedures
Proficiency in typewriting and shorthand

Core Competencies	Level s
Oral Communication	1
Written communication	2
Teamwork and Cooperation	2
Interpersonal skills	2
Initiative	2
Planning and organizing skills	2
Managing external relationships	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four (4) CXC/GCE O'Level subjects including Math and English

- Be proficient in typewriting and shorthand
- Be computer literate
- Successful completion of the Certificate in Administrative Management Level 1 (CAM 1) course for secretaries conducted by the Management Institute for National Development

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY