



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Administrator
JOB GRADE:	GMG/AM
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division
SECTION/UNIT:	-
REPORTS TO:	Principal Finance Officer
MANAGES:	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)

Under the general direction of the Principal Finance Officer, the Administrator is responsible for providing administrative and office support activities to facilitate the efficient operations of the Finance and Accounts Division.

2. KEY OUTPUTS (Results, Deliverables)

- Meetings organized;
- Schedules and Agendas prepared;
- Documents and written correspondence drafted for review by the Principal Finance Officer;
- Research conducted;
- Reports and documents formalised and modified;
- Follow-up actions investigated and reported on;
- Concerns/issues/contributions documented;
- Monthly and quarterly reports complied.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Assists in the preparation of the Operational Plan and Work Plan, for the Finance and Accounts Division;
- Assists with the preparation of the annual budget for the Finance and Accounts Division;

- Prepares individual work plan;
- Coordinates and complies quarterly and monthly reports on the activities of the Division.

B.) Technical/Professional

- Schedules and coordinates meetings, appointments and travel arrangements for the Principal Finance Officer (PFO);
- Prepares agenda and makes arrangements for meetings; ensuring appropriate facilities are in place and organizing refreshments;
- Prepares written responses to routine enquires as requested by the Principal Finance Officer;
- Conducts research, collects and analyses data to prepare reports and documents for consideration and presentation by the PFO;
- Prepares and modifies documents including correspondence, reports, drafts, memoranda and emails for the PFO;
- Liaises with Directors and Programme Managers in order to follow-up on matters as well as to get information for various purposes;
- Liaises with the Permanent Secretary, Heads of Division, Branches, Units and individuals, on behalf of the PFO, to document concerns /issues/requests relating to Finance and Accounts matters;
- Communicates with Branch heads in the Division on behalf of the PFO, to document concerns/issues/contribution that could allow for improvement and further effectiveness in the operations of the Division;
- Accompanies the PFO on visits to other locations and agencies of the Ministry of Health when addressing, assessing and resolving inquires of finance and accounts nature (e.g. Regional Health Authorities);
- Liaises with members of staff in the Ministry and or suppliers regarding delayed payments (e.g. late payment of salary);
- Maintains an effective inventory system and ensures that adequate stationary and office supplies are available;
- Reports obsolete and malfunctioning office equipment to the Administration Branch;

- Ensures that staff in the Finance and Accounts Division is aware of and adheres to the policies, procedures and regulations which guides the operations of the Division/Ministry.

C.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned by the Principal Finance Officer

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Meetings organized in an appropriate and timely manner;
- Schedules and Agendas prepared and circulated within specified time;
- Confidentiality of information in documents and written correspondence is preserved;
- Research conducted is of quality standard, accurate and comprehensive;
- Reports and documents formalised and modified are accurate and, comprehensive;
- Follow-up actions investigated and reported on as necessary;
- Concerns/contributions by Heads of Units and individuals are documented in a confidential and timely manner;
- Reports prepared are accurate, comprehensive and timely;
- 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
Principal Finance Officer	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Permanent Secretary	Obtain and provide information
Divisional heads and other members of staff	Obtain and provide information
Executive Directors and other members of staff in the Regional Health Authorities/Agencies	Obtain and provide information

ii) External Contact

Contact	Purpose of Communication
Suppliers/members of the public	Obtain and provide information

6. REQUIRED COMPETENCIES

Core

- Good interpersonal skills;
- Good planning and organizing skills;
- Excellent time management skills;
- Good oral written and communication skills;
- Excellent skills in teamwork and cooperation;
- Excellent integrity/ethics exercised in the performance of duties;
- Demonstrates initiative and creativity;
- Flexible and adaptable to change;
- Good customer relations skills
- Sets and maintains high performance standards, pays close attention to detail,

Technical

Administrator,
Ministry of Health,
2017

Finance and Accounts Division,
Prepared by: HR Consultant,

May 09,

- Knowledge of general administrative practices and principles;
- Knowledge of the Ministry's policies and procedures;
- Knowledge of modern office equipment
- Proficient in the use of relevant computer applications

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate/Diploma in Public Administration/Management Studies;
- At least three (3) years experience in an administrative capacity or any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours, whenever the need arises;

9. AUTHORITY TO:

- N/A

10. WORKING CONDITIONS

- Normal office conditions;