



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Administrator (New)
JOB GRADE:	GMG/AM
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services Division/Security and Transport Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Security and Transport
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 Director, Security and Transport, the Administrator is responsible for providing administrative and office support activities to facilitate the efficient operations of the office.

2. KEY OUTPUTS (Results, Deliverables)

- Meetings organized;
- Schedules and Agendas prepared;
- Inventory System of vehicles maintained;
- Documents and written correspondence drafted for review by Director;
- Follow-up actions investigated and reported on;
- 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 Branch;
- Prepares the annual budget for the Security and Transport Branch;
- Monitor spending to ensure that expenses are consistent with approved budgets;
- Prepares individual work plan;

- Coordinates and complies quarterly and monthly reports on the activities of the Branch;

B.) Technical/Professional

- Schedules and coordinates meetings, appointments and travel arrangements for Directors and Managers;
- Prepares agenda and makes arrangements for meetings; ensuring appropriate facilities are in place and organizing refreshments;
- Co-ordinates and direct office services such as records and household activities for the Branch;
- Maintains an effective inventory system for all the Ministry of Health's vehicles;
- Prepares written responses to routine enquires as requested by the Director and managers:
- Prepares and modifies documents including correspondence, reports, drafts, memoranda and emails;
- Submits documentation of all accident being processed for the ministry's head office and Regional Health Authorities to the Legal Department in the Ministry, Ministry of Finance and the Public Service and the Attorney General's Department;
- Prepares periodic reports (monthly and quarterly as appropriate) on fleet operation;
- Liaises with members of staff in the Ministry's head office on behalf of the Manager, Transport on the request for use of transportation;
- Flow-up on request to the Jamaica Fire Brigade by the Director Security and Transport for the conduct of fire prevention measures and fire drills for relevant personnel;
- Follow-up on investigative reports to be obtained from the Jamaica Constabulary force in relation to break-in and thefts.

C.) Other Responsibilities:

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

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;
- Inventory System of vehicles maintained in accordance with established guidelines;
- Confidentiality of information in documents and written correspondence is preserved;
- Follow-up actions reported on as necessary;
- Monthly and quarterly reports coordinated and complied within stipulated deadlines;
- 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, Security and Transport	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Managers, Security Transport	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Members of staff	Matters relating to request for use of vehicles
Senior Officer's in the Regional Health Authorities	Matters relating to inspection of vehicles, accidents

Administrator,
Transport Branch,
Consultant,

Corporate Services Division/Security and
Ministry of Health,
November 14, 2016

Prepared by: HR

ii) External Contact

Contact	Purpose of Communication
Attorney General's Dept., Ministry of Finance and the Public Service	Submission of documents relating to accidents
Insurance Companies	Matters relating to licenses, accidents
Jamaica Fire Brigade	Follow-up on requests
Jamaica Constabulary Force	Follow-up on reports
Security firms/contractors	Relating to contracts

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

- 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

