



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Administrative Officer
JOB GRADE:
DEPARTMENT: Medical Waste Management
REPORTS TO: Director Waste Management
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

The incumbent performs the support functions and coordinates activities relating to the operations of the Director of Waste Management to facilitate the effective and smooth functioning and implementation of the Waste Management Programmes. The Administrative Officer works under the supervision of the Director of Waste Management, and assists with financial management, liaises with Political Directorates, Functional Staff of Healthcare Facilities, Line Agencies and other stakeholders to accomplish program objectives and targets.

KEY OUTPUTS

KEY RESPONSIBILITY AREAS

1. Ensure effective and efficient administration of the Waste Management Programme through the provision of support services related to the implementation of the Programme.
2. Assist in the development Waste Management Programme annual work plans, technical reports and technical documentations aimed at ensuring effective management of waste at healthcare facilities and waste treatment facilities.
3. Assist in the implementation and monitoring of work plan activities by assisting in the daily administrative activities, liaising with the Ministry of Health and Environment, Regional Health Authorities, Parish Health Departments, Healthcare Facilities, Medical Waste Treatment Facilities and Regulatory Agencies.
4. Liaise and coordinate with stakeholders to follow-up on recommended actions and ensure timely and accurate information flow between the Director's office and stakeholders.
5. Coordinate and liaise with healthcare facilities and medical waste treatment facilities to ensure that program objectives and targets are accomplished within specific timeframes and to ensure that matters related to waste management are executed in accordance with the National Medical Waste Management Policy, Health Facility Infection Control Policy and Procedures Manual, Waste Management Plans and Standard Operating Procedures.
6. Facilitate enquiries and complaints from the Ministry of Health and Environment, Regulatory Agencies, Regional Health Authorities, Healthcare Facilities, Medical Waste Treatment Facilities and the general public, with a view to ensure timely response/action.
7. Monitor operations and maintenance status reports submitted by Treatment Facility Managers and ensure timely submission of requisite compliance reports to Regulatory Agencies.
8. Assist with the preparation of technical and monthly reports for submission to the Ministry of Health and Environment
9. Assist with the preparation of training information and promotional materials for distribution to healthcare facilities, waste treatment facilities, and the general public.
10. Organize and support planned Waste Management training workshops for various categories of stakeholders.

11. Organize and coordinate meetings for which the Director of Waste Management is responsible ensuring that communication channels are open for administrative and technical effectiveness. Attend meetings, prepare minutes and follow-up on decisions to ensure timely implementation.
12. Provide frequent feedback and updates to the Director on work plan implementation status with recommendation for action.
13. Facilitate the timely preparation and submission of monthly programme management reports.
14. Support local and international consultants and/or contractor undertaking any assignments related to the programme.
15. Manage the system of tracking all incoming and out going mails of the programme.
16. Manage inventory items procured directly to support the implementation of the activities under the programme and ensure that adequate supplies exist through collaborative work with stakeholders.

Other Responsibilities

Perform any other duties assigned from time to time by the Director of Waste Management.

PERFORMANCE STANDARDS

1. Administrative environment within the office of the Director of Waste Management created to ensure efficient utilization of resources.
2. All reports, waste management documentations, and meeting minutes completed and presented within established timeframe.
3. Waste management programme effectively managed and implemented through efficient administrative support to the Director of Waste Management.
4. Programme Work Plan activities and delegated actions accomplished within established timeframe.
5. Accurate and timely information flow between stakeholders executed and reports to the Ministry of Health and Environment and Regulatory Agencies submitted within established timeframe.
6. Meetings, workshops and follow-up actions, updates and assignments completed established timeframe.
7. Director's Office equipped with adequate and relevant office supplies and available for use.
8. Records on waste management programme developed and maintained within established timeframe.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Demonstrate the ability to grasp complex and dynamic legislation, policies, operations standards and management plans related to waste management;	

Core Competencies	Level s
Oral communication skills	
Written communication skills	
Leadership	
Planning and organizing skills	
Problem Solving and Decision Making	
Interpersonal skills	
Initiative	
People Management	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY