



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Secretary 2
JOB GRADE:	OPS/SS 2
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services Division/Administration Branch
SECTION/UNIT:	Stores
REPORTS TO:	Manager, Stores
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)

Reporting to the Manager, Stores, the incumbent will provide secretarial support for the effective operations of the unit.

2. KEY OUTPUTS (Results, Deliverables)

- Documents typed, amended and collated;
- Requisitions processed;
- Meetings coordinated and organized;
- Proper storage and retrieval of documents manually and electronically;
- Office administration managed and office supplies maintained;

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Organises meetings as required by the Manager;
- Prepares Agendas for meetings and organise relevant information and documents;
- Maintains schedules of delivery of goods and supplies for the Director;
- Receives and makes telephone calls for the Director and other staff in the Unit;
- Maintains an effective and efficient information storage and retrieval system both manually and electronically;
- Maintains adequate supply of stationery and other office supplies for the

Unit;

- Liaises with the Regional Health Authorities and other government departments and agencies as required;
- Liaises with Health facilities and staff in relation to the delivery of goods and supplies as directed by the Manager.

B.) Technical/Professional

- Drafts letters of a routine nature and other correspondence for the Manager's signature;
- Responds to internal and external requests on information pertaining to supply and delivery of goods and supplies;
- Attends in-house meetings and takes notes and reproduces in an accurate and presentable manner;
- Makes amendments and collate documents as necessary;
- Follow-up on correspondence to Director Administration and others by the Manager;
- Ensures prompt and accurate recording of the receipt and movement of correspondence pertaining to goods and supplies received and delivery;
- Retrieves documents/information as required by the Manager;
- Operates office equipment such as photocopier, fax machine in support of the work of the Manager and the Unit;
- Liaises with Procurement unit re purchasing of goods and supplies for the Ministry in collaboration with the Manager.

C.) Other Responsibilities

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

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Documents typed, amended and collated are accurate and produced in the appropriate format;
- Requisitions processed in a timely manner and in accordance with established guidelines;
- Meetings are efficiently planned, coordinated and organized;
- Files and supporting documentation easily retrieved and securely stored
- Office administration managed and office supplies maintained;
- Harmonious relations are maintained with staff members and external contacts.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Director, Administration	Obtain advice, receive directives and guidance,.
Manager, Stores	Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback
Divisional Directors	Information relating to delivery of goods and supplies
Regional Health Authorities	Information relating to delivery

ii) External

Contact	Purpose of Communication
Service providers	Payment of bills

6. REQUIRED COMPETENCIES:

Core

- Good oral and written communication skills
- Good Human Relations and Interpersonal skills;

- Good time management, planning and organizing skills.
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Ability to work on own initiative.

Technical

- Sound knowledge of record keeping and records/file management techniques;
- Sound knowledge of secretarial procedures and practices;
- Proficiency in typewriting and shorthand;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications;
- Knowledge of modern office equipment,

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Successful completion of a course of study at an accredited Secretarial School and English Language at the CXC/GCE O'Level English;
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development at (MIND);
- Typewriting/word processing at a speed of 45-50 wpm;
- Good shorthand/note taking skills of at least 100wpm would be an asset;
- At least two (2) years working experience in a similar capacity.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- May be required to work beyond normal hours from time to time.

9. AUTHORITY TO:

N/A

- 10 WORKING CONDITION:**
- Normal office conditions