



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Secretary
JOB GRADE: OPS/SS2
DEPARTMENT: Health Promotion and Protection
REPORTS TO: Director, Nutrition
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 and stenographic services for the efficient and effective operations of the Nutrition Department.

KEY OUTPUTS

1. Effective information storage and retrieval system maintained.
2. Letters memorandum, forms and budgets typed
3. Letters and documents typed, collated and amended accurately.
4. Meetings, seminars and workshops arranged.
5. Annual Reports and Work plans typed.

KEY RESPONSIBILITY AREAS

1. Performs stenographic and typing services for the Director
2. Types Reports, Budgets, Programmes and Manuals, questionnaires, letters, memoranda, and minutes and submit to Director.
3. Interviews visitors and callers, determines the nature of their enquiry and refers to the appropriate Officers.
4. Deals with routine (standard) information to members of staff and the public upon request.
5. Receives and sorts incoming mails.
6. Dispatches outgoing mails
7. Ensures the prompt and accurate recording of files.
8. Follow-up with correspondence and assignments issued by the Director
9. Maintains an efficient and effective information storage and retrieval system both electronically and manually.
10. Screens and routes all telephone calls.
11. Fax and email correspondence to other government and non-government agencies.

12. Arranges meetings, seminars and workshops. Set up venues and follow-up
13. Liaises with Project Managers, SMOs, MOHs, RDs, RTDs and other secretaries.
14. Photocopies correspondence, reports, compiles and collates documents.
15. Distributes educational materials on nutrition and dietetics and handouts, releasing information to tertiary students and the public in general.
16. Assists with special assignment (e.g. Evaluation of Nutrition Clinics etc.)
17. Performs secretarial duties at residential workshops and seminars.
18. Performs any other related duties, as assigned by the Director.

PERFORMANCE STANDARDS

1. Assigned tasks and regular duties are efficiently carried out.
2. Work completed is of a high standard and organizational principles are adhered to.
3. An efficient storage and retrieval system for correspondence is maintained.
4. Confidentiality is maintained in the execution of duties.
5. High level of dedication and reliability is demonstrated in performing duties

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
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
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