



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM – GOVERNMENT OF JAMAICA  
**MINISTRY OF HEALTH**

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Senior Secretary  
**JOB GRADE:** OPS/SS3  
**DEPARTMENT:** Standards and Regulation  
**REPORTS TO:** Director, Standards and Regulation  
**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 support to the Director, Standards & Regulation Division in order to maintain the effective and smooth operation of the Division.

## **KEY OUTPUTS**

1. Schedules of meetings and appointments for the Director are maintained
2. Documents emanating from the Division are accurately typed, amended and collated
3. Information storage and retrieval system within the Division is maintained and is effective
4. Secretarial duties at meetings are performed as required

## **KEY RESPONSIBILITY AREAS**

### **Secretarial Responsibilities**

1. Performs secretarial duties for Director, Standards and Regulation Division
2. Maintains an efficient and effective information storage and retrieval system both electronically and manually for the Director
3. Follow-up on correspondence and assignments issued by the Director to functional officers
4. Screens telephone calls and visitors and refer them to the appropriate officer. Give routine (standard) information to members of staff and the public upon request
5. Schedules appointments and meetings for Director
6. Types and draft letters (dictated or written) forms, reports, budget, work plans, programmes, invitations and memoranda, as necessary and submit to Director of the Division/Section for review and signing
7. Ensures the safety of confidential files and records
8. Maintains record of the movement of files
9. Receives, open and sort incoming mail and dispatch outgoing mail

10. Ensures prompt and accurate recording of the receipt and movement of correspondence
11. Attends in-house meetings, take notes and prepare minutes, as required
12. Liaises with the Ministry of Health Divisions, Regional Health Authorities and other Government Departments, as required
13. Makes arrangements for meetings, seminars and workshops
14. Makes photocopies of correspondence, reports and other documents
15. Receives and dispatches fax messages

### **Other Responsibilities**

1. Perform any other duties assigned by Director, Standards and Regulation or any other Departmental Director or Technical Officer in the Standards and Regulation Division

### **PERFORMANCE STANDARDS**

2. Assigned tasks and regular duties are effectively carried out
3. Work performed is of a high standard and organizational principles are adhered to
4. An efficient and effective storage and retrieval system for correspondence is maintained.
5. Confidentiality is maintained in the execution of duties.

## **REQUIRED COMPETENCIES**

<b>Functional/ Technical Competencies</b>	<b>Level</b>
Sound knowledge of secretarial practices and procedures	3
Knowledge of modern office equipment, practices and procedures	3
Knowledge of administrative concepts, principles and practices used both in public and private sector	2
Use of technology	2

<b>Core Competencies</b>	<b>Level</b>
Good Oral Communication	2
Good Written Communication	3
Initiative	3
Interpersonal Skills	3

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- A qualified and competent secretary
- Entry requirements for the Civil Service
- Be proficient in word processing, typewriting and shorthand
- Diploma in Secretarial Studies
- Successful completion of the Office Professional Training Course (Level II) at the Management Institute for National Development
- Any equivalent combination of education and experience

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Exposed to highly confidential and critical information.
- Required to meet deadlines within the scope of duties.
- May be required to work beyond the normal working hours

## **AUTHORITY**

- To access confidential files
- To release routine information to members of the public as required