

NATIONAL PUBLIC HEALTH LABORATORY JOB DESCRIPTION

NAME

DESCRIPTIVE TITLE OF POST

Secretary (OPS/SS 2)

REPORTING RELATIONSHIP

Head of Chemistry Department

MINISTRY OF AGENCY

Ministry of Health

DEPARTMENT

National Public Health Laboratory

LOCATION

21 Slipse Pen Road, Kingston

DUTIES AND RESPONSIBILITIES

- Enter into the computer's Patient Information system or type on the work list the information on requisition forms which is needed for the day's testing of samples and recording of results to proceed.
- Retrieve information on patient test result or statistics of work completed either from the computer or manual system.
- Give laboratory reports to health personnel by telephone or in person.
- Deal effectively and courteously with clients who may be authorized to collect original or copy reports from the departments.
- Dispatch reports in a timely manner to the requesting institutions.
- Produce bills for institutions which access the services of the department on a fee paying basis.
- Any other duties which may require relevant skills and which from time to time will be needed in order that the work in the department flows smoothly.

EDUCATION

OPS/SS 2

Minimum of four (4) CXC Subjects including English Language and typing or its equivalent plus Certificate or Diploma in Secretarial Studies from a recognized institution

OR

Certified Professional Secretary Certificate (CPS)

OR

success completion of the Certificate in Administrative Management course - Level 1 at M.I.N.D.