



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Secretary
JOB GRADE: OPS/SS1
DEPARTMENT: Standards and Regulation
UNIT: Pharmaceutical and Regulatory Affairs
REPORTS TO: Pharmaceutical and Regulatory Affairs
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 services for the effective operation of the Pharmaceutical and Regulatory Affairs Unit.

KEY OUTPUTS

1. Letters and documents typed and collated
2. Monthly and annual reports typed
3. Incoming and outgoing mails and telephone calls are processed and recorded
4. Information storage and retrieval system maintained
5. Documents faxed and emailed
6. Documents and reports collated
7. Free "Sale Certificates" prepared

KEY RESPONSIBLE AREAS

1. Performs Secretarial services for the Director and Scientific Officer
2. Establishes and maintains an effective information, storage and retrieval system of data for Director and Scientific Officer
3. Prepares "Free Sale Certificates" for Manufacturing Companies
4. Types and dispatches list of products registered for Pharmacy Council
5. Affixes Number and Seal to completed Registration Certificates
6. Receives and sorts incoming mails
7. Dispatches outgoing mails
8. Records the movement of dossiers and samples for assessment/evaluation
9. Liaises with the Ministry of Health Divisions, Pharmaceutical industry and other government offices
10. Performs other related duties assigned by the Director, Standards & Regulation Division

11. Assists the Registrar, Health Institutions and Facilities

PERFORMANCE STANDARDS

1. Assigned tasks and regular duties are effectively carried out in a timely manner
2. Work executed is of high standard and organizational principles are adhered to
3. An effective information storage and retrieval system is maintained
4. Confidentiality is maintained in the execution of duties
5. A team approach is adopted with other Unit Directors, internal and external customers

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of Technology	1
Knowledge of secretarial procedures and practices	1
Knowledge of administrative practices	1
Knowledge of modern office equipment, practices and procedures	1
Proficiency in typewriting and shorthand	1

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 including Math and English
- Be proficient in typewriting and shorthand

- Be computer literate
- Completion of Management Institute for National Development qualifying examination.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY