



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

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|-------------------------|--|
| JOB TITLE: | Administrator (NEW) |
| JOB GRADE: | GMG/AM |
| POST NUMBER: | |
| DIVISION/BRANCH: | Project Planning and Maintenance Division |
| SECTION/UNIT: | N/A |
| REPORTS TO: | Director, Project Planning and Maintenance |
| 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 Director, Project Planning and Maintenance, the incumbent is responsible to provide administrative and secretarial support, to ensure effective management and implementation of all activities of the Division.

2. KEY OUTPUTS (Results, Deliverables)

- Meetings scheduled and organized;
- Annual budget prepared;
- Effective filing system developed and maintained;
- Proper storage and retrieval of documents manually and electronically;
- Monthly and quarterly reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Schedules and organises meetings;
- Prepares Agendas for meetings and organise relevant information and documents;
- Prepares the annual budget for the Project Planning and Maintenance Division;
- Assists in the preparation of the Operational Plans for the Division;
- Compile monthly and quarterly reports on the activities of the Division for submission to the Director.

B.) Technical/Professional

- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Division;

- Acknowledges, conducts research for relevant information and prepares responses as instructed;
- Prepares Power Point presentations for meetings;
- Develops and maintains an effective filing system to facilitate easy access and retrieval;
- Requests and keeps stock of necessary materials to carry out the work of the Division;
- Maintains an electronic data and retention tracking system as well as hard copies;
- Prepares letters, memoranda and other correspondence for the Director, Project Planning and Maintenance signature;
- Attends in-house meetings, takes notes and transcribes;
- Maintains appointment diaries to facilitate smooth and effective communication between the Division and internal/external customers;
- Updates the Division's telephone book, attendance register, leave application forms, personal and administrative files;
- Updates inventory of office supplies, equipment and resource materials;
- Provides pre-approved information concerning the Division to related agencies and officers;
- Provides prompt, efficient and effective delivery of support services;
- Makes travel arrangements and prepares itineraries;
- Assists and gives secretarial support as requested;

C.) Other Responsibilities

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

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Meetings are efficiently scheduled, coordinated and organized;
- Annual budget prepared in the appropriate format and within specified time frame;
- Effective filing system developed and maintained in keeping with standard guidelines;
- Documents manually and electronically properly stored and retrievable in an effective manner;
- Monthly and quarterly reports on the activities of the Division compiled within set time frame;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Accuracy and timeliness are consistently maintained.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

| Contact (Title) | Purpose of Communication |
|--|--|
| Director, Project Planning and Maintenance | Obtain advice, receive directives and guidance, , work assignments, information regarding portfolio, and provide feedback. |
| Other officers in the Division | Obtain advice, receive guidance, provide feedback. |
| Regional Health Authorities/Agencies | Obtain and share information, relating to pending matters |

ii) External

| Contact | Purpose of Communication |
|--------------|--|
| Stakeholders | Gives routine and standard information on projects |

6. REQUIRED COMPETENCIES:

Core

- Excellent oral and written communication skills
- Excellent presentation skills;
- Good problem solving skills;
- Good Human Relations and Interpersonal skills;
- Good time management, planning and organizing skills.
- Good skills in teamwork and cooperation;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Managing External relationships

Technical

- Sound knowledge of records/file management techniques;
- Knowledge of secretarial procedures and practices;
- Knowledge of Administrative practices;
- 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

- Certificate/Diploma in Administrative Management or a related field;
- At least two (2) years working experience in a similar capacity.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

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

9. AUTHORITY TO:

N/A

10 WORKING CONDITION:

- Normal office conditions