



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Senior Secretary
JOB GRADE: OPS/SS3
DEPARTMENT: Health Promotion and Protection
REPORTS TO: Director, Health Promotion and Protection
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 effective operation of the office of the Director Health Promotion & Protection. In addition, provide assistance to other members of staff when required.

KEY OUTPUTS

1. Effective information storage and retrieval system maintained.
2. Letters and documents typed, collated and amended accurately.
3. Meetings with other Ministries/Agencies and NGO's are scheduled and organized.
4. Schedules of meetings and appointments for the Director are organized and maintained.
5. Liaison with Government/Non Government Organizations regarding the Healthy Lifestyle Programme.
6. Incoming and outgoing mails are processed efficiently and effectively.
7. Incoming and outgoing files to and from Accounts Department/other Units are recorded.
8. Invoices for payments for work done regarding the Healthy Lifestyle Programme are properly monitored to ensure prompt payment.
9. Monthly, Quarterly and Annual reports and Workplans are typed.

KEY RESPONSIBILITY AREAS

Secretarial Responsibilities

1. Performs stenographic and typing services for the Director.
2. Types reports, Budgets, Programmes, Manuals Presentations, PERs and other confidential materials.
3. Interviews visitors and callers, determines the nature of their enquiry and refers them the relevant officers.
4. Acknowledges receipts of payments to the Healthy Lifestyle Programme.

5. Establishes and maintains and effective information, storage and retrieval systems for the Directors.
6. Ensures the safety and security of confidential documents and reports.
7. Receives, sorts and dispatches incoming and outgoing mails.
8. Answers telephone and re-routed calls.
9. Arranges meetings, schedules appointments and interviews.
10. Follows-up on correspondence and assignments issued by the Director to other officers.
11. Ensures that invoices for payments and sent to the relevant officers and follows up on payments.
12. Ensures that all cheques collected are properly recorded and distributed.
13. Makes travel arrangements (local and overseas) and accommodation.
14. Deals with large volume of queries, complaints and requests.
15. Visits Websites of International Organizations and downloads information.
16. Makes photocopies of correspondences, reports and other documents.

Other

17. Performs other related functions assigned from time to time by the Director, Health Promotion and Protection Division.

PERFORMANCE STANDARDS

1. Assigned tasks and regular duties are effectively and efficiently carried out in a timely manner
2. Work executed is of high standard.
3. Organizational principles are adhered to.
4. Confidentiality is maintained in the execution of duties.

5. Deadlines are consistently met.
6. High degree of dedication and reliability is demonstrated in performing duties.
7. Establishes and maintains good working relationship with superiors and peers.

REQUIRED COMPETENCIES

| Functional/Technical Competencies | Level s |
|--|--------------------|
| Knowledge of secretarial procedures and practices. | |
| Execute good time management. | |

| Core Competencies | Level s |
|---|--------------------|
| Computer literate. | |
| Ability to work on own initiative | |
| Good command of the English Language (Oral & Written) | |

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Graduate of recognized Secretarial Institution
- Exceeds requirements to the Civil Service
- High School Graduation Diploma
- Certified Professional Secretary (CPS) Accreditation
- Successful completion of the Certificate in Administrative Management Level II (CAM II) course for secretaries conducted by Management Institute for National Development (MIND)
- Successful completion of Certificate in Executive Management, conducted by MIND

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- High level of professionalism expected.
- Exposed to highly confidential and critical information.

- Required to meet critical deadlines.
- Expected to display dedication.
- May be required to work beyond normal working hours at times.

AUTHORITY

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