



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Secretary 2
JOB GRADE:	OPS/SS 2
POST NUMBER:	27367
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	Project Planning
REPORTS TO:	Project Development Planner
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 Project Development Planner, the incumbent will provide secretarial services that will ensure the effective and efficient operations of the Project Planning Section/Project Planning and Maintenance Division.

2. KEY OUTPUTS (Results, Deliverables)

- Letters and documents typed, amended and collated;
- Incoming/outgoing mail processed;
- Meetings scheduled and organized;
- Appointments scheduled, and logged;
- Proper storage and retrieval of documents manually and electronically;
- Documents photocopied and collated;
- Documents faxed;
- Visitors/calls screened.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Schedules and organises meetings and venues and inform attendees of meetings beforehand;
- Prepares Agendas for meetings and organise relevant information and documents;
- Maintains schedules of meetings and appointments for Project Development Planner;
- Receives and makes telephone calls for Officers in the Division;

- Maintains an effective and efficient information storage and retrieval system both manually and electronically;
- Establishes and maintains a system for control and safe keeping of all files and records;

B.) Technical/Professional

- Drafts letters of a routine nature and other correspondence for the Project Development Planner and other officer's signature;
- Attends in-house meetings and takes notes and reproduces in an accurate and presentable manner;
- Makes amendments and collate documents as necessary;
- Processes incoming and outgoing correspondence;
- Receives, sorts and dispatches mail;
- Ensures prompt and accurate recording of the receipt and movement of correspondence and files;
- Liaises with other Divisions in the Ministry, the Regional Health Authorities, departments and agencies of the ministry as required and follows up on pending matters;
- Operates office equipment such as photocopier, fax machine in support of the work of Project Development Planner and the Division;
- Assists in preparation of standard reports;

C.) Other Responsibilities

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

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Documents typed, amended and collated are accurate and produced in the appropriate format;
- Incoming/outgoing mail processed and distributed in a timely manner;

- Meetings are efficiently scheduled, coordinated and organized;
- Appointments scheduled, and logged and reminders provided to facilitate effective preparation and timely arrival;
- Files and supporting documentation easily retrieved and securely stored;
- Documents photocopied and collated in a timely manner;
- Documents faxed as required;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Harmonious relations are maintained with staff members and external contacts.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Project Development Planner	Obtain advice, receive directives and guidance, work assignment information regarding portfolio, and provide feedback.
Other Officers in the Section/Division	Receive directives and guidance, information regarding portfolio, and provide feedback. Obtain and share information
Regional Health Authorities/Agencies	Obtain and share information, relating to pending matters

ii) External

Contact	Purpose of Communication

6. REQUIRED COMPETENCIES:

Core

- Good oral and written communication 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;

Technical

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

- Successful completion of a course of study at an accredited Secretarial School and English Language at the CXC/GCE O'Level English;
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development at (MIND);
- Typewriting/word processing at a speed of 45-50 wpm;
- Good shorthand/note taking skills of at least 100wpm would be an asset;
- 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:

- Screen visitors/telephone calls to the Project Development Planner.

10 WORKING CONDITION:

- Normal office conditions