



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Administrator/Secretary

JOB GRADE: GMG/AM3

DEPARTMENT: Finance

REPORTS TO: Principal Finance Officer

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 administrative support to the Ministry of Health Sector Contracts Committee, the Registrar General's Department Audit Committee, the National Advisory Committee on Health and the Health Support Fund and to ensure the efficient management of the administrative functions of the secretariats.

KEY OUTPUTS

1. Minutes of meetings prepared
2. Permanent Secretary Endorsement letters prepared
3. Decisions of the Health Sector Committee formalized to the National Contracts Commission
4. Decisions of the National Contracts Commission (under \$15M) formalized to the procuring entities
5. Health Policy Coordinator notified of Decisions of the National Contracts Commission (over \$15M) and Cabinet submissions requested
6. Decisions of Cabinet formalized to the procuring entities
7. Monthly status reports on contracts submission prepared
8. Notification of meetings prepared and submitted
9. Notification of Task/s to be completed as detailed in the meetings prepared and submitted
10. Documentation prepared requesting payment of fees to Committee members
11. Efficient coordination of meetings
12. Maintenance of Secretariats' files and records

KEY RESPONSIBILITIES AREAS

Sector contracts committee

1. Maintains a register of all submissions (tenders and evaluation reports) received from agencies within the Health and Agriculture sector
2. Reviews submissions to Sector Committee
3. Maintains liaison with agencies to obtain clarification regarding submission as well as to provide information on public sector procurement procedures
4. Obtains Chairman's approval of submissions
5. Ensures on time delivery of documents to Committee Members
6. Make all arrangements for Committee meetings
7. Performs duties as Secretary /Administrator to the Committee
8. Record and produce minutes for circulation to Committee Members
9. Submits recommendations of the Committee to the National Contracts
10. Commission or Cabinet for decision-making, as stipulated in the Public sector
11. Procurement Policy
12. Advises agencies of National Contracts Commission's/Cabinet's decision, as directed by the Chairman
13. Maintains records of the Committee

Registrar General's Department Audit Committee

1. Maintains a register of all audit report submissions
2. Ensures on time delivery of documents to Committee Members
3. Make all arrangements for Committee meetings
4. Performs duties as Secretary /Administrator to the Committee
5. Record and produce minutes for circulation to Committee Members
6. Prepares documentation requesting payment of Fees to Committee

7. Maintains records of the Committee

National Advisory Committee on Health

1. Maintains a register of all report submissions
2. Makes arrangements for meetings
3. Performs duties as Administrator/Secretary to the committee
4. Records and produces minutes for circulation
5. Handles collection and circulation of submissions to committee
6. Maintains Liaison with relevant organizations in the preparation, monitoring and evaluation of policies
7. Manage all financial transactions relating to the work of the Committee
8. Maintains the records of the Committee

Health Support Fund

1. Maintains a register of submissions
2. Organizes facilities for the meeting
3. Attends Board and Finance Committee Meetings
4. Takes minutes at the Finance Committee meeting
5. Prepares request for equipment etc. from Regions and Private Bodies
6. Prepares monthly status reports
7. Procures invoices in collaboration with the Procurement Manager
8. Arranges Public Relations activities for Board in collaboration with the Ministry of Health's Communications Unit
9. Liaises with the CHASE Funds
10. Advises agencies of decision of the Fund

11. Maintains the records of the Fund

General

1. Respond to and follow up on correspondence
2. Files and records maintenance
3. Performs other duties assigned from time to time by the Principal Finance Officer

PERFORMANCE STANDARDS

1. Meetings arranged in a timely manner with all the necessary amenities
2. Produces minutes and correspondence accurately and within stipulated timeframe
3. Circulates minutes and documents within agreed timeframe
4. Maintains records in organized manner
5. Advises agencies within two days of decision of relevant committees
6. Submits approved contract proportions to National Contracts Commission within two (2) days of approval

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
In depth knowledge of Public Sector Procurement Policy and Procedures	3
Knowledge of tendering procedures and procurement	2
Knowledge of General Administrative Practices	3
Use of Technology	2
Knowledge of MOH Policies and Procedures	2
Knowledge of Government Accounting	2

Core Competencies	Level
Excellent Oral communication skills	2
Excellent Written communication skills	2
Methodical	2
Initiative	2
Planning and Organizing	2
Integrity	2
Compliance	2
Interpersonal skills	2
Managing External Relationships	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors Degree in Public Administration, Management studies or equivalent-Plus
- Four years experience in an administrative capacity, preferably in Public Sector- Or
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal working hours to meet deadlines

AUTHORITY

- To return submissions which do not conform to public sector procurement guidelines to procuring agencies
- To provide information on procurement policies and guidelines to persons requesting such information