



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Administrator

JOB GRADE: GMG/AM 3

DEPARTMENT: Policy Planning and Development

REPORTS TO: Director, Policy Planning and Development

MANAGES:

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

Under the general direction of the Director, Policy, Planning and Development, the Administrator is responsible for the efficient management of the administrative processes of the Division.

KEY OUTPUTS

1. Budget prepared
2. Monthly expenditure monitored
3. Reports prepared
4. Stationery, office supplies and equipment procured, secured and controlled

KEY RESPONSIBILITY AREAS

1. Prepares the annual budget for the Policy, Planning and Development Division.
2. Prepares the quarterly cash flow requirement and the expenditure statement for the quarterly performance review.
3. Monitors the Division's expenditure by:
 - Ensuring that bills incurred by the Division are committed in accordance with budget allocations
 - Maintaining a record of commitments through expenditure and allocations
 - Preparing monthly expenditure and variance reports
4. Compiles monthly and quarterly reports on the activities of the Division for submission to the Director, Policy, Planning and Development.
5. Liaises with the Procurement Manager in order to obtain equipment, furniture, stationery and any other items required for the efficient functioning of the Division by:
 - Submitting a proforma to the Procurement Unit for the preparation of invoice orders
 - Preparing commitments
 - Submitting relevant data to the Accounts Departments
 - Follows-up to ensure that payments are made to the suppliers
6. Implements an inventory management system to ensure the safety

and security of the Division's supplies and equipment.

7. Coordinates and facilitates the flow and distribution of information between the Division and other Division's within the Ministry of Health and Regional Health Authorities.
8. Follows-up on decisions taken by the Director, Policy, Planning and Development, at his/her request, to ensure implementation and follow-through.
9. Arranges all activities related to meetings, workshops, local and overseas travel and other Divisional activities.
10. Liaises with the Director, General Administration to ensure the maintenance of furniture and equipment in the Division.
11. Liaises with the designated Officer regarding assistance to be provided through the compassionate fund.
12. Assists the Director, Policy, Planning and Development with personnel matters.
13. Ensures secretarial coverage for meetings. Assists in the redeployment of secretarial and clerical staff when absences occur.
14. Maintains a record of annual vacation and other leave applications made by staff in the Division and compile annual vacation leave roster.
15. Performs any other related duties, as assigned by the Director, Policy, Planning and Development.

PERFORMANCE STANDARDS

1. The Division's budget and reports are accurate and delivered in a timely fashion
2. The Director, Policy, Planning and Development is promptly advised of negative variances
3. An efficient and effective inventory management system is implemented
4. Confidentiality of information on the job is preserved
5. A high level of performance is demonstrated

REQUIRED COMPETENCES

Functional/Technical Competencies	Level s
Knowledge of the Ministry of Health's Policies and procedures	
Knowledge of general administrative practices	
Knowledge of accounting	
Working knowledge of the budgetary process	
Computer literacy	

Core Competencies	Level s
Excellent written communication skills	
Good human relations and interpersonal skills	
Excellent oral communication skills	
Good time management skills	
Report writing skills	
Ability to use initiative	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors Degree in Public Administration or Equivalent
- Training in basic government accounting and
- A minimum of three (3) years working experience in an administrative capacity or
Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

N/A

AUTHORITY