



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Secretary  
**JOB GRADE:** OPS/SS2  
**DEPARTMENT:** Health Promotion and Education  
**REPORTS TO:** Director, Health Promotion and Education  
**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 efficient and effective operations of the Health Promotion and Education unit.

## **KEY OUTPUTS**

1. Memorandum, letters, forms and budgets typed.
2. Correspondence and assignments maintained.
3. Arrangements for meetings, seminars and workshop completed.
4. Correspondence, reports and other document copied.

## **KEY RESPONSIBILITY AREAS**

1. Types letters, forms, budgets, and memoranda, as necessary and submit to Director.
2. Screens telephone calls and visitors and refer them to appropriate officers.
3. Maintains an efficient and effective information storage and retrieval system.
4. Follows up on correspondence and assignments issued by the Director
5. Liaise with Ministry of Health, Regional Health Authorities and other Government Departments as required.
6. Makes arrangements for meetings, seminars and workshops.
7. Makes copies of correspondence, reports and other documents.
8. Performs any other related duties, as assigned by the Director.

## **PERFORMANCE STANDARDS**

1. Assigned tasks and regular duties are effectively carried out
2. Work carried is of a high standard and organizational principles are adhered to
3. An efficient storage and retrieval system for correspondence is maintained

4. Confidentiality is maintained in the execution of duties

### **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Levels</b>
Use of Technology	2
Knowledge of secretarial procedures and practices	2
Knowledge of administrative practices	2
Knowledge of modern office equipment, practices and procedures	2
Proficiency in typewriting and shorthand	2

<b>Core Competencies</b>	<b>Levels</b>
Oral Communication	1
Written communication	2
Teamwork and Cooperation	2
Interpersonal skills	2
Initiative	2
Planning and organizing skills	2
Managing external relationships	2

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Four (4) CXC/GCE O' Level subjects including Math and English
- Be proficient in typewriting and shorthand
- Be computer literate
- Successful completion of the Certificate in Administrative Management Level 1 (CAM 1) course for secretaries conducted by the Management Institute for National Development

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, no adverse working conditions