



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Secretary 2
JOB GRADE:	OPS/SS 2
POST NUMBER:	27399
DIVISION/BRANCH:	Corporate Services Division/Human Resource Management & Development Branch
SECTION/UNIT:	Human Resource Management Unit
REPORTS TO:	Director, Human Resource Management
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 Director, Human Resource Management, the incumbent will provide secretarial support for the effective operations of the Human Resource Management Unit.

2. KEY OUTPUTS (Results, Deliverables)

- Documents typed, amended and collated;
- Meetings coordinated and organized;
- Notes and minutes produced;
- Appointments/engagements scheduled, and logged;
- Effective storage and retrieval of documents/reports manually and electronically maintained;
- Office administration managed and office supplies maintained;
- Calls and visitors handled.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Organises schedules of meetings and appointments for the Director;
- Arranges and prepares schedules for Promotion Committee meetings and organise relevant information and documents;
- Maintains schedules of meetings and appointments for the Director;
- Receives, answers, screens and makes telephone calls for the Director and refers to appropriate officers from time to time;
- Receives/hosts visitors to the Director;

- Maintains an effective and efficient information storage and retrieval system both manually and electronically;
- Liaises and confirm with other secretaries/administrators from division/branches/units re usage of conference room for meetings
- Maintains adequate supply of stationery and other office supplies for the Unit;

B.) Technical/Professional Responsibilities

- Drafts and types letters of a routine nature and other correspondence for the Director's signature;
- Contacts and informs short listed candidates of interview dates;
- Prepares and type interview schedules and summary for short listed job applicants;
- Types appointment schedules for recommendation for appointments of staff;
- Attends, prepares and types minutes of Promotion Committee meetings;
- Receives, opens, sorts and log incoming mail and dispatches to relevant personnel/division/branch/unit;
- Logs and dispatches incoming and outgoing files to respective officers;
- Ensures prompt and accurate recording of the receipt and movement of correspondence;
- Ensures the safety of confidential files and documents;
- Dispatches correspondence to various Ministries/Department/Agencies;
- Obtains relevant information re salary, etc from the Accounts Division on behalf of staff members requiring job and reference letters for various institutions;
- Types and dispatches correspondence for Work Permit Exemption for professional Volunteers entering the Island;
- Assists from time to time in the preparation and typing of correspondence for Human Resource Officers;

- Retrieves documents/information from Registry, Documentation Centre as required by the Director;
- Operates office equipment such as photocopier, fax machine in support of the work of the Director and the Unit;
- Liaises with the Regional Health Authorities and other government departments and agencies as required.

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 prepared within agreed timeframe;
- Meetings are efficiently planned, coordinated and organized in a timely manner;
- Notes and minutes produced in a timely manner are sound and a high level of accuracy is maintained;
- Appointments/engagements scheduled, logged and reminders provided to facilitate effective preparation and timely arrival;
- Reports and other documents easily retrieved and securely stored in accordance with established guidelines and in a timely manner;
- Office administration managed and office supplies maintained in accordance with established guidelines;
- Visitors, callers and other contacts are treated with courtesy and their requests/questions are handled in a timely manner;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Director, Human Resource Management	Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback.
Other members of staff in the	Obtain and share information,
Regional Health Authorities	Obtain and share information,

ii) External

Contact	Purpose of Communication
Office of the Services Commissions	To receive guidance and provide information
Ministry of Finance and the Public Service,	To obtain information, seek guidance

6. REQUIRED COMPETENCIES:

Core

- Good oral and written communication skills
- Good Human Relations and Interpersonal skills;
- Good time management, planning and organizing skills.
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Ability to work on own initiative.

Technical

- Sound knowledge of record keeping and records/file management techniques;
- Sound knowledge of secretarial procedures and 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 hours from time to time.

9. AUTHORITY TO:

- Screen visitors/telephone calls to the Director.

10. WORKING CONDITION:

- Normal office conditions

