



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Senior Secretary
JOB GRADE:	OPS/SS 3
POST NUMBER:	27242
DIVISION/BRANCH:	Finance and Accounts Division
SECTION/UNIT:	-
REPORTS TO:	Principal Finance Officers
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 Principal Finance Officer, the Senior Secretary is responsible to provide secretarial support and to maintain the effective and smooth operation of the Division.

2. KEY OUTPUTS (Results, Deliverables)

- Letters, memoranda and documents typed, collated and amended;
- Notes and reports produced, reproduced and distributed;
- Information assembled , disseminated and communicated ;
- Incoming/outgoing correspondence processed;
- Meetings, seminars and workshops planned, coordinated and organized;
- Appointments/engagements scheduled, and logged;
- Effective information storage and retrieval system maintained;
- Documents and correspondence photocopied
- Office administration managed and office supplies maintained;
- Calls and visitors handled;

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Organises meetings, meeting venues, seminars and workshops and inform attendees of meetings beforehand;
- Prepares Agendas for meetings and organise relevant information and documents;

- Maintains schedules of routine and special appointments for the Principal Finance Officer (PFO)r, advising of matters requiring prompt attention;
- Receives and makes telephone calls for the PFO and other staff in the Division;
- Receive/hosts visitors to the Principal Finance Officer;
- Operates office equipment such as photocopier, fax machine in support of the work of the Division;
- Maintains an effective filing and storage system that allows security, and speedy retrieval of documents/information in accordance with established standards.
- Maintains adequate supply of stationery and other office supplies for the Principal Finance Officer's office.

B.) Technical/Professional

- Composes letters, memoranda and documents from general instructions;
- Drafts letters of a routine nature and other correspondence for the Principal Finance Officer's signature;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Researches and compiles information as requested;
- Assembles and disseminates information to internal and external personnel as requested;
- Assists in preparation and collection of standard reports and other documents;
- Follow-up on correspondence and assignments issued by the PFO to functional officers;
- Ensures the safety of confidential files and records;
- Maintains record of the movement of files;
- Receives, open and sort incoming mail and despatch outgoing mail;
- Ensures prompt and accurate recording of the receipt and movement of correspondence;

- Liaises with the Ministry of Health Divisions, Regional Health Authorities and other Government Departments, as required.

C.) Other Responsibilities

- Performs other related duties that may from time to time be assigned by the Principal Finance Officer.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Letters, memoranda and documents are free of grammatical errors and are timely;
- Notes and reports produced, reproduced and distributed in a timely manner are sound and a high level of accuracy is maintained;
- Information assembled, disseminated and communicated in a timely manner;
- Incoming/outgoing correspondence processed and distributed in a timely manner;
- Meetings, seminars and workshops are efficiently planned, coordinated and organized;
- Appointments/engagements are accurately logged and reminders provided to facilitate effective preparation and timely arrival;
- Files and supporting documentation easily retrieved and securely stored;
- Documents and correspondence photocopied
- Office administration managed and office supplies maintained;
- Visitors, callers and other business contacts are treated with courtesy and their requests/questions are handled in a timely manner;
- Stipulated deadlines and quality standards are consistently met;
- 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
Principal Finance Officer	Obtain advice, receive directives and guidance, work assignments, information regarding portfolio, and provide feedback.
Directors and other members of staff in the Division,	Collaborate, obtain and share information, Receiving request/issues re services done or to be done
Members of staff in the Ministry	Receiving request/issues re Finance & Accounts for PFO response
Regional Health Authorities	Receiving request/issues re Finance & Accounts for PFO response

ii) External

Contact	Purpose of Communication
Ministry of Finance and the Public Services	Matters/issues for PFO attention and response
Accountant General's Dept	Matters relating to CTMS
Auditor General's Dept	Matters relating to audit queries for PFO attention and response

6. REQUIRED COMPETENCIES:

Core

- Excellent oral and written communication skills
- Excellent Interpersonal skills;
- Excellent 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 Certified Administrative Management (CAM) Level 2 Course at MIND;
- Typewriting/word processing speed of at least 50 wpm;
- Excellent shorthand/note taking skills of at least 100wpm;
- At least four years general office experience

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