



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Secretary 2
JOB GRADE:	OPS/SS 2
POST NUMBER:	
DIVISION/BRANCH:	Finance and Account Division/Management Accounts Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Management Accounts
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, Management Accounts, the incumbent will provide secretarial support services for the effective operations of the Management Accounts Branch.

2. KEY OUTPUTS (Results, Deliverables)

- Documents typed, amended and collated;
- Notes and minutes produced;
- Draft and final reports typed;
- Meetings coordinated and organized;
- Appointments/engagements scheduled, and logged;
- Proper storage and retrieval of documents manually and electronically maintained;
- Receipt and movement of reports, other documents accurately recorded;
- Office administration managed and office supplies maintained;
- Calls and visitors handled;

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Makes arrangements for quarterly review meetings;
- Prepares Agendas for meetings and organise relevant information and documents;

- Maintains schedules of meetings and appointments for the Director;
- Attends in-house meetings and take notes and prepare minutes as required;
- Receives and makes telephone calls for the Director and other staff in the Branch;
- Maintains an effective and efficient information storage and retrieval system both manually and electronically;
- Maintains adequate supply of stationery and other office supplies for the Branch;
- Screen telephone calls and visitors and refer them to the appropriate officer;
- Gives routine (standard) information to members of staff and the public upon request

B.) Technical/Professional

- Drafts and types letters, memoranda, reports, budget and other correspondence and submit to the Director's for review and signature;
- Makes amendments to documents as necessary;
- Arranges and attends in-house meetings, records and generate accurate minutes of meeting;
- Receives, opens and sorts incoming mail and dispatch outgoing mail;
- Ensures prompt and accurate recording of the receipt and movement of correspondence;
- Ensures the safety of confidential files, records and documents;
- Records status of budget submission by activities;
- Follow-up on correspondence and assignments issued by the Director to staff in Branch;
- Ensures prompt and accurate recording of the receipt and movement of reports, operational manuals and other documents;

- Operates office equipment such as photocopier, fax machine in support of the work of the Director and the Branch;
- Liaises with the Regional Health Authorities and other government departments and agencies as required;
- Collates the monthly reports for the Branch for submission to the Principal Finance Officer (PFO).

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 produced in the appropriate format;
- Notes and minutes produced, reproduced and distributed in a timely manner are sound and a high level of accuracy is maintained;
- Draft and final reports typed are accurate and prepared within agreed timeframe;
- Meetings are efficiently planned, coordinated and organized;
- Appointments/engagements scheduled, and logged and reminders provided to facilitate effective preparation and timely arrival;
- Documents/reports manually and electronically, properly stored and retrieved in accordance with established guidelines;
- Receipt and movement of reports, other documents accurately recorded within a specified time;
- Office administration managed and office supplies maintained;
- Visitors, callers and other contacts are treated with courtesy;
- 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
Director, Management Accounts	Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback.
Other members of staff in the Ministry/Division/Branch	Obtain and share information
Regional Health Authorities	Obtain and share information,

ii) External

Contact	Purpose of Communication

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, practices and procedures

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Successful completion of a course of study at an accredited Secretarial School;
- CXC/GCE O'Level 4 subjects including English Language and Mathematics;
- 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:

- To access confidential files/documents.

10. WORKING CONDITION:

- Normal office conditions