



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Secretary
JOB GRADE:	OPS/SS 2
DEPARTMENT:	Waste Management Unit
REPORTS TO:	Director
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

Under the supervision of the Director, the incumbent is responsible to provide secretarial support services for the effective operation of the Waste Management Unit.

KEY OUTPUTS

1. Secretarial/clerical support provided;
2. Incoming and outgoing correspondences and reports logged and dispatched;
3. Filing and records management system developed and maintained;
4. Files/records located and data/information compiled;
5. Meeting activities organized and completed;
6. Agendas, materials, action sheets and minutes of meetings developed and circulated;
7. Correspondences, reports and documents prepared, photocopied and transmitted;
8. Calendar of events and appointments developed and communicated;
9. Inventory of office stationery maintained;
10. Database maintained up-to date;

KEY RESPONSIBILITY AREAS

1. Performs a variety of secretarial/clerical support tasks that are confidential and sensitive.
2. Reads and screen incoming correspondences and reports; make preliminary assessment of the importance of the matters and organized documents; handles some matters personally and forwards appropriate materials to the Director and staff.
3. Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the Director accordingly. Makes referrals to appropriate staff or provide requested information.
4. Acts as a liaison between the Director and others by transmitting directives, instructions and assignments and following up on the status of assignments.
5. Establishes and maintains various filing and records management systems for the Director's Office.
6. Retrieves files upon request, and compile data/information in required format for preparation of reports and correspondences.
7. Plans and coordinates arrangements for meetings, workshops and conferences.
8. Updates the Director on status of issues before scheduled meetings.
9. Prepares agenda and collects materials for meetings; takes minutes, transcribes and reproduces for distribution and keep records of proceedings.
10. Draft letters and memoranda of a routine nature for the Director's signature
11. Takes and transcribes dictations on technical and confidential matters from the Director.
12. Coordinates and facilitates the Director's calendar to arrange appointments, meetings, workshops and conferences.
13. Arranges for correspondences, reports and documents to be photocopied.
14. Transmits facsimile and email documents to other Public Sector entities, Regional Health Authorities, customers, etc.
15. Assists other Officers of the Unit with producing and/or reproducing typed documents.
16. Keep office suitably equipped with office stationery.
17. Perform data entry tasks;
18. Any other duties that may be assigned from time to time by the Director and the Operations Manager.

PERFORMANCE STANDARDS

1. Secretarial support provided satisfactorily;

2. Confidentiality is maintained in the execution of duties;
3. Incoming and outgoing correspondences and reports logged and dispatched timely;
4. Filing and records management system developed and maintained satisfactorily;
5. Files/records located and data/information compiled accurately and within established timeframes;
6. Meetings activities organized and completed timely;
7. Agendas, materials, action sheets and minutes of meetings developed and circulated timely;
8. Correspondences prepared timely and accurately;
9. Calendar of events and appointments developed and communicated timely;
10. Correspondences, reports and documents photocopied and transmitted to stakeholders timely;
11. Inventory of office stationery maintained and available use;
12. Database system updated in a timely manner;

REQUIRED COMPETENCIES

Functional/Technical Competences	Levels
Knowledge of secretarial procedures and practices	
Proficiency in the use of relevant software application including MS Word, Excel and PowerPoint	
Knowledge of modern office equipment, practices and procedures	
Analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work;	
Attention to details for checking paper work	
Demonstrate the ability to grasp, apply and explain policies, operation standards, and management plans related to waste management	
Core Competencies	
Effective communication skills, both oral and written	
Excellent interpersonal relations and teamwork skills	
Ability to work on own initiative	
Good planning and organizing skills	
Good time management skills	
Managing external relationships	

SPECIAL CONDITION ASSOCIATE WITH THE JOB

- May be required to work beyond normal working hours as the need arises
- Working environment at the medical waste treatment facilities involves the mechanical handling of hospital infectious waste
- Typical office working environment, no adverse working conditions

REPORTING RELATIONSHIPS

Reports to: Directly – Director of Waste Management
 Indirectly – Operations Manager & Administrator

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Five (5) CXC/CAPE subjects
2. CPS certification would be an asset.
3. Two (2) related experience or equivalent combination of education and/or experience.

AUTHORITY

None