



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/SS 2  
**DEPARTMENT:** Health Promotion and Protection  
**REPORTS TO:** Director, Health Promotion and Protection  
**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 type, collate documents, maintain an effective information storage and retrieval system and organize schedules of meetings and appointment.

## **KEY OUTPUTS**

1. Typed letters, memos, forms and budgets.
2. Correspondence and assignments maintained.
3. Liaison with Ministry of Health personnel.
4. Arrangements for meetings, seminars and workshop.

## **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</b>	<b>Level</b>
Knowledge of secretarial practices and procedures	
Working knowledge of office administration	
Working knowledge of word processing applications	

<b>Core Competencies</b>	<b>Level</b>
Excellent oral communication skills	
Excellent written communication skills	
Good interpersonal skills	
Good time management skills	

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- At least four (4) CXC/GCE O' levels including Mathematics and English Language
- Be proficient in typewriting and shorthand
- Successful completion of the Office Professional Training Course at the Management Institute for National Development.
- Minimum of two (2) years working experience in a similar capacity.
- Any equivalent combination of education and experience.