



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Director, Administration</b>
<b>JOB GRADE:</b>	<b>GMG/SEG</b>
<b>POST NUMBER:</b>	<b>27369</b>
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Administration Branch
<b>SECTION/UNIT:</b>	
<b>REPORTS TO:</b>	Director, Corporate Services
<b>MANAGES:</b>	Director, Assets, Office & Special Services Manager, Estate/Property Management Manager, Stores Secretary OPS/SS 2

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)**

Under the direction of the Director, Corporate Services, the Director, Administration ensures that facilities, goods and services are provided; Crown properties and Government Apartments that fall under the purview of the Ministry of Health Head Office are maintained and function efficiently and effectively; distribution of goods and medical supplies are carried out on time as well as an effective Inventory Management System is maintained.

### **2. KEY OUTPUTS (Results, Deliverables)**

- Budget and Work Plan prepared;
- Support Services provided and implemented;
- Goods and services supplied;
- Payments for goods and services authorized;
- Goods secured;
- Human Resource issues addressed.
- Reports prepared and submitted.

### **3. KEY RESPONSIBILITIES (Activities, Tasks)**

#### **A.) Management/Administrative Responsibilities**

- Participates in the preparation of the Division's Operational and Corporate Plans;
- Prepares the Annual Budget and Work Plan for the Branch;
- Develops and plan programmes, set objectives and implements policies for the Branch;
- Ensures that the Inventory System is maintained;
- Ensures that all members of staff in the Branch have written job descriptions;
- Ensures that service providers are paid in keeping with contractual obligations;
- Organises annual island wide visits to hospitals by the Governor General;

- Prepares monthly and quarterly reports on activities undertaken

#### **B.) Technical/Professional Responsibilities**

- Develops strategic plans for the management of selected supplies and equipment for the Ministry's head office;
- Develops and maintains a comprehensive plan for continuous control of the Ministry's supply of goods and moveable assets;
- Ensures the implementation of a comprehensive plan for the management of the Ministry's properties (Crown properties and Apartments) and fixed assets;
- Directs arrangements to be made for overseas travel, including accommodation for some officers of the Ministry;
- Consults with Heads of Divisions/Units to discuss problems in their area and ensures that corrective measures are taken;
- Ensures that an effective Inventory Management Control System is developed and implemented for the management and control of the Ministry's assets;
- Recommends contracts for the provision of office and special services for the Head Office;
- Certifies Contract documents and submit to the Director Corporate Services for approval;
- Maintains Contract documents for auditing purposes;
- Coordinates the arrangements for conferences and special functions endorsed by the Ministry of Health;
- Liaises with **International Corporation In Health, Friends of Hospital, the Diaspora** in relation to donations/gifts;
- Develops in consultation with the Disaster Preparedness Committee, a comprehensive programme for the management and distribution of disaster relief supplies for the Ministry of Health and Allied Agencies;
- Participates in meetings to discuss Energy Projects conservations relating to Hospitals island wide;
- Participates in Procurement Committee meetings.

**C.) Human Resource Responsibilities**

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Monitors the routine operations of the Branch and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Branch;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and ad hoc staff meetings.

**D.) Other Responsibilities:**

- Performs other related duties that may from time to time be assigned.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Budget and Work Plan prepared within established timeframe;
- Support Services provided and implemented;

- Goods and services supplied in accordance with policies and procedures;
- Payments for goods and services authorized in keeping with established guidelines;
- Goods secured in accordance with Government's policies and procedures;
- Human Resource issues addressed in a timely manner.
- Reports prepared and submitted are comprehensive and accurate and produced within the agreed timeframe;

## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Contact (Title)	Purpose of Communication
Director, Corporate Services	Obtain advice, receive directives and guidance, regarding portfolio and provide feedback
Stores Manager	Matters relating to distribution of supplies
Procurement Manager	Matters relating to procurement of goods and services
Divisional, Branch, Unit Heads, other members of staff	Request and distribution of stationery and other goods, application for accommodation
Regional Health Authorities	Application for accommodation

### ii) External Contact

Contact	Purpose of Communication
Contractors	Matters relating to the payment of bills
Service providers	Matters relating to the payment of bills

## 6. REQUIRED COMPETENCIES

### Core

- Good interpersonal skills;
- Good planning, organizing and presentation skills;
- Excellent time management skills;
- Ability to communicate effectively orally and in writing;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels

externally and internally;

- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction;

#### **Technical**

- Knowledge of Government's Policies and Procedures;
- Knowledge of Government's Housing Policy;
- Knowledge of Inventory Management;
- Knowledge of Supplies Management;
- Knowledge of the Real Estate Law particularly the Rent Restriction Act;
- Knowledge of Procurement guidelines;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelors Degree in Management, Public Sector Management or a related discipline from a recognized tertiary institution or any equivalent combination of qualifications;
- Minimum of three (3) years experience in a similar position.

### **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours, whenever the need arises.
- Working on weekend when required;
- Holder of a Valid General driver's license.

### **9. AUTHORITY TO:**

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Director, Administration, Corporate Services Division/Administration  
Branch, Ministry of Health, Prepared by: HR Consultant,  
March 03, 2016

- Approve expenditure within approved limits;
- Approve payments for goods and services;
- Authorize Travel Voucher Claims for staff in the Branch.

**10. WORKING CONDITIONS**

- Normal office conditions.