



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

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| JOB TITLE: | Coordinator/Liaison Officer, Bilateral Agreement Agreement (New) |
| JOB GRADE: | GMG/AM |
| POST NUMBER: | |
| DIVISION/BRANCH: | Corporate Services |
| SECTION/UNIT: | Corporate Services |
| REPORTS TO: | Director, Corporate Services |
| 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)

Under the general direction of the Director, Corporate Services, the Coordinator is responsible for providing administrative support in the execution of Human Resource Bilateral Agreements

2. KEY OUTPUTS (Results, Deliverables)

- Documents and written correspondence drafted for review by Director;
- Cuban Professionals processed;
- Meetings organized;
- Concerns/contributions documented;
- Queries addressed;
- Minutes of meetings produced;
- Payments authorized and submitted;
- Monthly and ad hoc reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Provides confidential secretarial and administrative support to the Cuba/Jamaica Technical Corporation;
- Prepares routine correspondence, memos, letters, reports, relating to the Cuba/Jamaica Technical Corporation;
- Prepares and processes confidential correspondence, reports relating to the Cuba/Jamaica Technical Corporation;

- Coordinates the recruitment processes as directed by senior level personnel;
- Schedules and coordinates meetings, appointments with Cuban representative and the Director;
- Coordinates overseas travel arrangements for recruitment team.
- Makes arrangements for the welcome of health professionals e.g. organising escorts, booking rooms, preparing transportation and arranging for refreshments.
- Assists in the preparation of the Strategic Plan for the Division;
- Prepares monthly and ad hoc reports;
- Assists in the preparation of the budget for the Division;

B.) Technical/Professional

- Provides effective and efficient communication and liaison, extracting and organizing data/information in required format for the Cuba/Jamaica Technical Corporation;
- Coordinates the recruitment processes as directed by senior level personnel;
- Make request for Extension of Stay for health professionals upon their arrival;
- Finalise placements and notify the Regional Health Authorities;
- Receives, reviews, sorts and submit documents for the processing of TRN, Council Registration and Work Permit Exemption;
- Request payment for the processing of TRN, Council Registration and Work Permit Exemption;
- Track the processing of TRN, Council Registration and Work Permit Exemption for health professionals;
- Updates and maintains an internal database of Cuban health professionals engaged under the Jamaica/Cuba Technical Cooperation in Health Agreement;
- Compiles leave information submitted by the Regional Health Authorities to prepare salary report for submission to the Director of Finance for payment;
- Liaise with the Regional Health Authorities/Technical Service Division to identify the needs for Cuban health professionals;

- Communicates with various Divisional Heads in the Technical Services Division and the Regional Health Authorities on behalf of the Director to document concerns relating to the operation of Cuban health professionals that could allow for improvement and further effectiveness in the operations of the Agreement to the Ministry;
 - Coordinates and manages all other administrative functions related to the Cuba/Jamaica Technical Corporation.
- C.) Other Responsibilities:**
- Performs other related duties that may from time to time be assigned by the Director, Corporate Services.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Written correspondence drafted for signature in a timely manner;.
- Cuban Professionals processed in accordance with set standards and ready for work;
- Meetings organized in an appropriate and timely manner;
- Concerns/contributions documented in a confidential and timely manner and submitted to relevant authorities for action;
- Internal and external queries addressed in a timely and professional way
- Minutes of meetings produced within a specified time;
- Payments authorized and submitted for further processing in a timely manner;
- Monthly and ad hoc reports prepared are accurate and comprehensive.
- 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 |
|---|---|
| Permanent Secretary | Obtain and provide information |
| Director, Corporate Services | Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback |
| Finance and Accounts Division | Matters relating to salary |
| Estate/Property Manager | Matters relating to residence |
| Senior Officer's in the Regional Health Authorities | Obtain and provide information |

ii) External Contact

| Contact | Purpose of Communication |
|---------------|--------------------------|
| Cuban Embassy | Obtain information |

6. REQUIRED COMPETENCIES

Core

- Good interpersonal skills;
- Good planning and organizing skills;
- Excellent time management skills;
- Good oral written and communication skills;
- Excellent skills in teamwork and cooperation;
- Keen listener;
- Excellent integrity/ethics exercised in the performance of duties;
- Demonstrates initiative and creativity;
- Flexible and adaptable to change;
- Good customer relations skills
- Sets and maintains high performance standards, pays close attention to detail,

Technical

- Knowledge of general administrative practices and principles;
- Knowledge of the Ministry's policies and procedures;
- Knowledge of modern office equipment
- Proficient in the use of relevant computer applications

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate/Diploma in Public Administration/Management Studies;
- Training in Human Resource Management;
- At least three (3) years experience in an administrative capacity;
- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours, whenever the need arises;
- Required to meet numerous deadlines
- Exposed to highly confidential information

9. AUTHORITY TO:

- Request confidential information from Ministry of Health staff and Regional Staff

10. WORKING CONDITIONS

- Normal office conditions.