



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Administrator
JOB GRADE:	GMG/AM 2
POST NUMBER:	54664
DIVISION/BRANCH:	Policy, Planning and Development Division
SECTION/UNIT:	N/A
REPORTS TO:	Director, Policy Planning and Development
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, Policy, Planning and Development, the incumbent is responsible to provide administrative and secretarial support, to ensure effective management and implementation of all activities of the Division.

2. KEY OUTPUTS (Results, Deliverables)

- Meetings scheduled and organized;
- Annual budget prepared;
- Research conducted;
- Follow-up actions investigated and reported on;
- Reports and documents formalised and modified;
- Concerns/issues/contributions documented;
- Effective filing system developed and maintained;
- Proper storage and retrieval of documents manually and electronically;
- Monthly and quarterly reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Schedules and organises meetings, conferences and conference telephone calls;
- Prepares Agendas for meetings and organise relevant information and documents;
- Prepares the annual budget for the Policy, Planning and Development Division;
- Compile monthly and quarterly reports on the activities of the Division for

submission to the Director.

- Prepares individual work plan.

B.) Technical/Professional

- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Division;
- Acknowledges, conducts research for relevant information and prepares responses as instructed;
- Prepares Power Point presentations for meetings;
- Prepares letters, memoranda and other correspondence for the Director, Policy, Planning and Development signature;
- Prepares and modifies documents including correspondence, reports, drafts, memoranda and emails for the Director;
- Liaises with Directors and Programme Managers in order to follow-up on matters as well as to get information for various purposes;
- Communicates with Branch heads in the Division on behalf of the Director to document concerns/issues/contribution that could allow for improvement and further effectiveness in the operations of the Division;
- Attends in-house meetings, takes notes and transcribes;
- Maintains appointment diaries to facilitate smooth and effective communication between the Division and internal/external customers;
- Develops and maintains an effective filing system to facilitate easy access and retrieval;
- Maintains an electronic data and retention tracking system as well as hard copies;
- Maintains an effective inventory system and ensures that adequate stationary and office supplies are available;
- Updates inventory of office supplies, equipment and resource materials;
- Updates the Division's telephone book, attendance register, leave application forms, personal and administrative files;

- Provides pre-approved information concerning the Division to related agencies and officers;
- Provides prompt, efficient and effective delivery of support services;
- Makes travel arrangements and prepares itineraries;
- Assists and gives secretarial support as requested.

C.) Other Responsibilities

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

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Meetings are efficiently scheduled, coordinated and organized;
- Annual budget prepared;
- Research conducted in an efficient and timely manner;
- Follow-up actions investigated and reported on as necessary;
- Reports and documents formalised and modified are accurate and, comprehensive;
- Concerns/contributions by Heads of Units and individuals are documented in a timely manner and submitted to the Director for action;
- Effective filing system developed and maintained in keeping with standard guidelines;
- Documents manually and electronically properly stored and retrievable in an effective manner;
- Monthly and quarterly reports on the activities of the Division compiled within set time frame;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Accuracy and timeliness are consistently maintained.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Director, Policy, Planning and Development	Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback.
Director, Planning, Performance Monitoring and Evaluation	Obtain and share information
Director, Health Systems Improvements	Obtain and share information
Other members of staff in the Division/Ministry	Obtain and share information
Regional Health Authorities/Agencies & Departments	Obtain and share information, relating to pending matters

ii) External

Contact	Purpose of Communication
Office of the Cabinet	Matters relating to policy and planning processes
Stakeholders	Follow up on aspects of policy and health improvement

6. REQUIRED COMPETENCIES:

Core

- Excellent oral and written communication skills
- Excellent presentation skills;
- Good problem solving and critical thinking skills;
- Good Human Relations and Interpersonal skills;
- Good time management, planning and organizing skills.
- Good skills in teamwork and cooperation;
- Flexible and adaptable to change;
- Managing External relationships
- Excellent integrity/ethics exercised in the performance of duties;
- Demonstrates initiative and creativity; professionalism and confidentiality.

Technical

- Knowledge of the Ministry's policies and procedures;
- Sound knowledge of records/file management techniques;
- Knowledge of secretarial procedures and practices;
- Knowledge of Administrative practices;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications;
- Knowledge of modern office equipment.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate/Diploma in Administrative Management or a related field;
- At least two (2) years working experience in a similar capacity.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- May be required to work beyond normal working hours from time to time.

9. AUTHORITY TO:

N/A

10. WORKING CONDITION:

- Normal office conditions