



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Secretary
JOB GRADE: OPS/SS2
DEPARTMENT: Finance and Accounts
REPORTS TO: Senior Director of Finance/Director of Finance
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 general supervision and guidance of the Director of the Unit/Section, the incumbent will provide secretarial support for the effective operation of the Unit/section.

KEY OUTPUTS

1. Type, amend and collate documents emanating from the Unit/Section
2. Maintained an effective information storage and retrieval system within the Unit/Section
3. Organizes schedules of meetings and appointments for the Director
4. Perform duties of recording secretary at meetings as required

KEY RESPONSIBILITY AREAS

1. Monitors supplies of stationery and make requests for replacement as needed
2. Screens telephone calls and visitors and refer them to appropriate officer. Give routine (standard) information to members of staff and the public upon request
3. Maintaining efficient and effective information storage and retrieval system both electronically and manually for the Branch/Section. Ensure the safety of confidential files and records
4. Receives, open and sort incoming mail and dispatch outgoing mail. Ensure prompt and accurate recording of the receipt and movement of correspondence
5. Follow-up on correspondence and assignments issued by the Director to functional officers
6. Maintains appointment dairy for the Director
7. Ensures that all confidential documents are secured
8. Attends in-house meetings and take notes and prepare minutes, as required

9. liaises with the Ministry of Health, Regional Health Authorities and other Government Departments, as required
10. Makes arrangements for meeting seminars and workshops
11. Make photocopies of correspondence, reports and other documents
12. Performs any other related duties, as assigned by the Director

PERFORMANCE STANDARDS

1. Assigned tasks and regular duties are effectively and efficiently carried out in accordance to organization standards and principles
2. An efficient storage and retrieval system of correspondence is maintained
3. Confidentiality is maintained in the execution of duties

REQUIRED COMPETENCIES

Functional/ Technical Competencies	Level
Sound knowledge of secretarial procedures and practices	2
Knowledge of modern office equipment, practices and procedures	2
Knowledge of administrative concepts, principles and practices	2
Use of technology	2

Core Competencies	Level
Good Oral Communication	2
Good Written Communication	2
Initiative	2
Interpersonal Skills	2
Good time management skills	2
Planning and Organizing skills	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- GCE or CXC 4 subjects or its equivalent (including Mathematics and English)

- Be proficient in typewriting and shorthand
- Successful completion and 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

AUTHORITY

- Exposure to confidential information
- Maybe required to work beyond the normal working hours
- To release routine information to members of the public, as required