



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Executive Secretary 1
JOB GRADE:	OPS/SS 4
DEPARTMENT:	Technical Services (Office of the Chief Medical Officer)
REPORTS TO:	Chief Medical Officer
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 provide secretarial services to the Chief Medical Officer, Internal and External clients to ensure the free flow of information for the effective operation of the office of the Technical Services Department.

KEY OUTPUTS

1. Secretarial support provided as required
2. The Ministry of Health may determine such other duties and responsibilities as from time to time

KEY RESPONSIBILITY AREAS

1. Provides secretarial services to the Head of Technical Services, the Chief Medical Officer by handling a wide variety of situations and conflicts
2. Handles large volume of confidential information, queries, request and complaints from internal and external clients requiring prompt and urgent attention
3. Schedules appointments and brief the Chief Medical Officer before the scheduled meetings
4. Takes notes and arranges activities relating to reviews and meetings
5. Composes letters and memoranda from general instructions and answer routine correspondence
6. Liaises with the Chief Medical Officer and members of staff and other officers
7. Interviews visitors and callers to determine the nature of enquiries and route to the relevant officers for attention
8. Handle incoming/outgoing correspondence for necessary attention or action
9. Performs any other related duties that may be assigned from time to time

PERFORMANCE STANDARDS

1. Secretarial support to the CMO is achieved in an efficient manner
2. A high level of performance is demonstrated

3. Confidentiality of information on the job is preserved

REQUIRED COMPETENCES

Functional/Technical Competencies
Proficiency in the use of relevant computer applications
Knowledge of secretarial procedures and practices
Compliance
Knowledge of modern office equipment, practices and procedures
Proficiency in typewriting and shorthand

Core Competencies	Levels
Oral Communication	3
Written communication	3
Teamwork and Cooperation	3
Interpersonal skills	3
Initiative	3
Planning and organizing skills	3
Managing external relationships	3
Time Management	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A qualified and competent secretary
- Diploma in Secretarial Studies
- Successful completion of the Certificate in Administrative Management Level 2 (CAM 2) course for secretaries conducted by the Management Institute for National Development
- Five (5) years secretarial experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

N/A

AUTHORITY

N/A