



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Assets, Office and Special Services
JOB GRADE:	GMG/SEG 1
POST NUMBER:	27370
DIVISION/BRANCH:	Corporate Services Division/Administration Branch
SECTION/UNIT:	Assets, Office and Special Services Unit
REPORTS TO:	Director, Administration
MANAGES:	Manager, Office Services, 1 Inventory Officer 1 Receptionist/Telephone Operator, 3 Telephone Operators 11 Attendants

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, Administration, the incumbent is responsible for managing the Ministry's Assets, Office and Special Services in an efficient and effective manner.

2. KEY OUTPUTS (Results, Deliverables)

- Budget and Work Plan prepared;
- Computerised/manual Inventory Control System developed and implemented;
- Goods and services received and distributed;
- Services contracted and monitored;
- Applications for official overseas travel processed;
- Human Resource issues addressed;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Prepares the Annual Budget and Work Plan for the Unit;
- Monitors expenditure to ensure that it is kept within the approved budget;
- Provides administrative support in the coordination of conferences and meetings;
- Processes the application for official travel for some members of staff;
- Ensures that all staff members are equipped with identification badges;
- Provides administrative support in Disaster Preparedness Plan;
- Prepares monthly reports on the operation of the Unit for submission to the Director of Administration.

B.) Technical/Professional Responsibilities

- Develops and implements an updated computerised/manual Inventory Management Control System for the Ministry's furniture, equipment and supplies;
- Monitors the Inventory of the Ministry of Health's Head Office, Blood Bank, National Public Health Laboratory, In-service Education Unit, Kingston School of Nursing, Residences - Flamingo, Manley Meadows, National Chest and Allerdycy;
- Ensures that established schedules for the inspection of equipment and furniture falling under the purview of Head Office are carried out;
- Ensures that there is an adequate provision of furniture, equipment and supplies to enable the MOH to operate effectively;
- Ensures that furniture and equipment and other office supplies are securely stored;
- Verifies and certifies payments generated by the Unit;
- Negotiates the terms and conditions of proposed services contracts and submit to the Director of Administration for approval;
- Processes applications for official overseas travel for some officers and submit to the Permanent Secretary for approval;
- Manages the arrangements for all overseas travel, including booking airline tickets and accommodation, for some officers of the Ministry;
- Advises the Ministry of Foreign Affairs and Foreign Trade of the various delegations travel and where applicable obtain letter of accreditation;
- Ensures disbursement of Jamaica's commitment to International Organisations (Membership Fees);
- Processes applications for Marriage Officers Licenses submitted by the Registrar General's Department for approval by the Minister of Health;
- Ensures that approval for persons as Marriage Officers is gazetted;
- Submits approval for Marriage Officers Licenses to the Registrar General's Department;

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 Unit and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that staff adheres to the policies and procedures of the Branch/Unit;
- 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 Unit 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;
- 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;
- Computerised/manual Inventory Control System developed and implemented within agreed timeframe and established standards;

- Goods and services received and distributed in accordance with policies and procedures;
- Services contracted and monitored in keeping with established guidelines;
- Applications for official overseas travel processed in a timely manner;
- Human Resource issues addressed in a timely manner;
- Reports prepared and submitted are comprehensive and accurate and produces within the agreed timeframe..

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Administration	Obtain advice, receive directives and guidance, work assignments 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 equipment, furniture and office supplies
Director of Accounts	Relating to payment of bills

ii) External Contact

Contact	Purpose of Communication
Contractors	Matters relating to the payment of bills
Service providers	Matters relating to the payment of bills
Ministry of Foreign Affairs and Foreign Trade	Matters relating to delegation travel
Registrar General's Department	Matters relating to approval of Marriage Officers Licenses

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 problem-solving and decision making skills
- 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 Inventory Management;
- Knowledge of Supplies Management;
- 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 Administration or a related discipline from a recognized tertiary institution;
- Minimum of four (4) years experience in a similar position;
- Any equivalent combination of qualifications and experience.

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:

- Certify expenditure within budgetary allocation;
- Recommend obsolete furniture/equipment for Board of Survey.

10. WORKING CONDITIONS

- Normal office conditions.