



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Administrator
JOB GRADE:	GMG/AM 2
POST NUMBER:	37708
DIVISION/BRANCH:	Corporate Services Division/Health Facilities Maintenance Branch
SECTION/UNIT	-
REPORTS TO:	Director, Health Facilities Maintenance
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, Health Facilities Maintenance, the incumbent is responsible for the efficient management of the administrative processes of the Branch.

2. KEY OUTPUTS (Results, Deliverables)

- Annual budget prepared:
- Monthly expenditure monitored;
- Meetings and work shops organised
- Inventory management system implemented;
- Monthly and quarterly reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Prepares the annual budget for the Health Facilities Maintenance Branch;
- Monitors monthly expenditure and prepares variance reports for the Branch;
- Prepares individual Work Plan
- Performs personnel functions for staff in the Branch;
- Compile monthly and quarterly reports on the activities of the Branch for submission to the Director;

B.) Technical/Professional

- Coordinates and facilitates the flow and distribution of information between the Branch and other Branch's/Division's within the Ministry of Health and

Regional Health Authorities;

- Arranges all activities related to meetings, workshops, local and **overseas** travel and other Branch activities;
- Makes arrangement for the provision, security and control of stationery, office supplies and equipment for the Branch;
- Implements an inventory management system to ensure the safety and security of the Branch's supplies and equipment;
- Liaises with the Administration Branch to ensure the maintenance of furniture and equipment in the Branch;
- Maintains a record of annual vacation and other leave applications made by staff in the Branch and compile annual leave roster.
- Liaises with the Regional Health Authorities and other government departments and agencies as required;
- Contacts made with contractors/service provides in relation to services provided and payment of bills;
- Assists in the preparation and collection of standard reports;

C.) Other Responsibilities

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

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Annual budget for the Health Facilities Maintenance Branch prepared within stipulated time frame;
- Monitors monthly expenditure and prepares variance reports for the Branch to ensure spending of budget within allocation;
- Meetings and workshops organized in an appropriate and timely manner;
- Personnel functions for staff in the Branch performed as requested;
- Monthly and quarterly reports on the activities of the Branch compiled within

set time frame.

- 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
Director, Health Facilities Maintenance	Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback.
Members of staff in the Branch/Division/Ministry	Obtain and share information, receiving request re maintenance activities

ii) External

Contact	Purpose of Communication
Contractors/Service providers	Matters relating to services and bill payments

6. REQUIRED COMPETENCIES:

Core

- Good oral and written communication skills
- Good Human Relations and Interpersonal skills;
- Good time management, planning and organizing skills.
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Ability to work on own initiative.

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;
- At least three (3) years experience in an administrative capacity or any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

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

9. AUTHORITY TO:

- N/A

10. WORKING CONDITION:

- Normal office conditions