



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Administrator
<b>JOB GRADE:</b>	PIDG/RIM 2
<b>POST NUMBER:</b>	27381
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Administration Branch
<b>SECTION/UNIT:</b>	Assets, Office & Special Services Unit
<b>REPORTS TO:</b>	Director, Assets, Office & Special Services
<b>MANAGES:</b>	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

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### **1. JOB PURPOSE (Reason for Existence)**

Under the general direction of the Director, Assets, Office & Special Services the Administrator is responsible for making arrangements for all official travel, assisting in the management of the office, providing administrative support including telephone services and identification cards for the Ministry.

### **2. KEY OUTPUTS (Results, Deliverables)**

- Foreign exchange procured;
- Ordinary, official and diplomatic passports procured;
- Travel arrangements coordinated;
- Commitments prepared;
- Monthly travelling forms collected and reviewed;
- Payments processed;
- Reports prepared and submitted.

### **3. KEY RESPONSIBILITIES (Activities, Tasks)**

#### **A.) Management/Administrative Responsibilities**

- Assists in the general management of the office;
- Prepares the annual budget and quarterly report and projections on overseas travel;

#### **B.) Technical/Professional Responsibilities**

- Prepares cost estimates and request all allocation of funds from the budget and finance section or other non-government organization to enable various overseas travels.
- Procures foreign exchange for officers for official travel, attending training courses or exchange programmes overseas;
- Procures Ministry of Finance approval for the release of foreign exchange;

- Expedites the procurement of ordinary, official and diplomatic passports;
- Books airline tickets, make reservations for local and overseas hotel accommodation (and transportation); where applicable follow up to ensure payment;
- Prepares commitment for payment to Travel Agents;
- Prepares letters for officers travelling whose duties would attract per diem;
- Respond to internal/external requests for basic information on payment, etc.;
- Collects and reviews monthly travel forms of officers, ensures completeness and submit to the Finance and Accounts Division;
- Processes all payments falling under the purview of the Human Resource Management and Administration Division including In-service training;
- Ensures that invoices are in keeping with requests and submits to the Finance and Accounts Division;
- Commits payment for rental. electricity and telephone bills;
- Communicates with internal and external customers with regards to payments;
- Records and monitor expenditure file to accounts branch for payment;
- Provides administrative support in Disaster Preparedness Plan;
- Procures telephone services repairs and payments;
- Processes Identification Cards for all MOH head office staff.

**C.) Other Responsibilities:**

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

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Foreign exchange procured in accordance with set guidelines;
- Ordinary, official and diplomatic passports procured as requested;
- Travel arrangements are effectively coordinated in a timely manner;

- Commitments prepared in a timely manner;
- Monthly travelling forms collected and reviewed within agreed timeframe;
- Payments processed in keeping with agreed guidelines;
- Reports prepared and submitted are comprehensive and accurate.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Matters relating to official travel arrangement
Other Officers in the MOH	Matters relating to official travel arrangements
Director, Assets, Office & Special Services	Obtain advice, receive directives and guidance, work assignment regarding portfolio and provide feedback
MOH head office staff	Matter relating to travelling forms

### ii) External Contact

Contact	Purpose of Communication
Ministry of Finance	Matters relating to Foreign exchange
Commercial Banks	Matters relating to foreign exchange
Passport, Immigration and Citizenship Agency (PICA)	Matters relating to the procurement of passports
Travel Agents	Matters relating to airline tickets
Hotels	Matters relating to reservations
Service providers	Matters relating to telephone services

## 6. REQUIRED COMPETENCIES

### Core

- Good interpersonal skills;
- Good planning, organizing and presentation skills;
- Good time management skills;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to communicate effectively orally and in writing;
- 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 the travel industry;
- Knowledge of Records and file Management;
- Knowledge of Budget preparation.
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Certificate/Diploma in Public Administration;
- A minimum of three(3) years working experience,
- Coordinating official travel arrangements for large delegations would be an asset.

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- May be required to work beyond normal working hours in order to meet deadlines

**9. AUTHORITY TO:**

- Book airline tickets;
- Commit payments;
- Obtain foreign exchange for officers travelling overseas;
- Review monthly travel forms of officers.

**10. WORKING CONDITIONS**

- Normal office conditions;