



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Secretary
JOB GRADE: OPS/SS1
DEPARTMENT: Health Promotion and Protection
REPORTS TO: Director, Health Promotions and Protection
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 Type, amend and collate documents from section, maintain an effective information storage and retrieval system within the section, organized workshops as well as assisting, make bookings for relevant participants. Collect and disburse cheques.

KEY OUTPUTS

1. Letters and documents typed, collated and amended accurately
2. Liaison with Non-Governmental/ Governmental Organization
3. Incoming and Outgoing mails are efficiently processed
4. Effective information storage and retrieval system maintained.

KEY RESPONSIBILITY AREAS

Secretarial Responsibilities

1. Types Reports, Power Points presentation for the Director.
2. Establishes and maintains an effective information, storage and retrieval system for the office.
3. Receives and sorts incoming mails
4. Dispatches outgoing mails
5. Type routine letters/Memos
6. Ensures the prompt and accurate recording of files
7. Collate, Record and disburse cheques
8. Booking venue for meetings/workshops
9. Making reservations for relevant CAREC, MOH/Perinatal coordinator
10. Make arrangements for meetings/workshops
11. Follow-up on correspondences and assignments issued by the Director to functional officers
12. Screens telephone calls and visitors and refer them to appropriate officers.

13. Gives routine standard information to members of staff and the public upon request
14. Ensures that all confidential documents are secured
15. Makes photocopies of correspondence, and other documents
16. Visits websites of International organizations download relevant information
17. Faxing information to CAREC, CDC

PERFORMANCE STANDARDS

1. High degree of dedication and reliability is demonstrated in performing duties
2. Performance level is consistently high
3. Establish and maintains meaningful relationships with superior & peers
4. Confidentiality is maintained in the execution of duties
5. Work executed is of a high standard
6. Organizational Principles are adhered

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Knowledge of secretarial procedures and practices.	
Knowledge of modern office equipment, practices and procedures.	
Knowledge of secretarial procedures and practices	
Excellent knowledge of word processing application	
Excellent Knowledge of Computer skills as well as technical part.	
Effective working relationships with other employees, officials of the public and private sector	

Core Competencies	Level s
Communicate effectively, tactfully and courteously	
Execute Good time management skills	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Computer literate
- Meet requirements to the civil services
- Secretary Skills
- Graduate of recognize Secretarial Institutions
- Completion of the Certificate in Administrative Management Level 1 (CAM1) course of secretaries conducted by the Management Institute for National Development

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work beyond the normal working hours at time.
- Required to meet critical deadlines
- Display dedication and high level of professionalism
- Exposed to highly confidential and critical information

AUTHORITY

To release routine information to members of the public as required.