

**NATIONAL PUBLIC HEALTH LABORATORY
JOB DESCRIPTION**

NAME

**DESCRIPTIVE TITLE OF POST
REPORTING RELATIONSHIP**

Secretary
Administrator (GMG/AM 4)

MINISTRY OF AGENCY

Ministry of Health

DEPARTMENT

Administration

LOCATION

21 Slipe Pen Road, Kingston

SUMMARY

Under the direct supervision of the Administrator the incumbent performs all secretarial and other assigned duties for the Administrative unit and all Supervisory Personnel who reports directly to the Administrator.

DUTIES AND RESPONSIBILITIES

- Perform secretarial duties for two all island Supervisors, Senior Accountant, Procurement Officer, Assistant Personnel Officer and other Heads of departments.
- Take dictation and draft letters.
- Type and sign letters on behalf of Administrator, Personnel Officer example of these are cover letter for documents to be cleared, letters to members of staff, internal memorandums and letter of approval of leaves that was applied for.
- Type monthly financial statements drafted by the Accountant.
- Prepare and computerize requisition letter for US Cash Flow and bring up to date on the computer those that were prepared before the installation of the computer system.
- Type monthly allocations for Accountant.
- Make and retain copies of correspondence, reports and other documents.
- Update and maintain personnel files.
- Receive, record and re-route all incoming mails.

- Sort incoming mails and refer them to relating and relevant persons example Accountant, Assistant Personnel Officer, Administrator, Procurement Officer or any other staff members.
- Keep proper record of and dispatch all outgoing mails.
- Maintain systems of confidentiality where personnel files and other documents are concern.
- Answer and make telephone calls as they relate to Administrator.
- Order and issue stationaries for all secretaries, Records Officer (including Telephone Operator) and administrative staff to effectively perform their duties.
- Prepare programmes on computer for workshops.
- Relieve Telephone Operator.
- Perform any other duties related or unrelated duties as they may be directed by Department Supervisors.

QUALIFICATION AND EXPERIENCES

4 C.X.C subject or its equivalent including English Language plus a Diploma in secretarial Studies or certificate in Administrative Management Level 2 Course at M.I.N.D and one (1) years working experience in that field.