



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

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Secretary
<b>JOB GRADE:</b>	OPS/SS1
<b>DEPARTMENT:</b>	Epidemiology Research and Analysis
<b>REPORTS TO:</b>	
<b>MANAGES:</b>	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 provide secretarial support service for the efficient and effective operations of the Finance and Accounts Department.

## **KEY OUTPUTS**

1. Letters and document typed and collated.
2. Documents disseminated.
3. Documents photocopied and collated.
4. Incoming and outgoing mails processed.
5. Proper filing system maintained.
6. Telephone calls processed

## **KEY RESPONSIBILITY AREAS**

1. Types letters (dictated or written) reports, memoranda, as needed and submit to Chief Accountant for reviewing and signing.
2. Maintains an efficient and effective information storage and retrieval system both electronically and manually for the department
3. Ensures prompt and accurate recording of the receipt and movement of correspondence.
4. Ensures that all confidential correspondences are secured.
5. Makes photo copies of correspondence, for the department.
6. Receives and sorts incoming mails.
7. Dispatches outgoing mails.
8. Makes arrangements for meetings, seminars
9. Performs any other related duties which may be assigned

## **PERFORMANCE STANDARDS**

1. Assigned tasks and regular duties are effectively carried out in a timely manner
2. Work executed is of high standard and organizational principles are adhered to
3. An effective information storage and retrieval system is maintained
4. Confidentiality is maintained in the execution of duties
5. A team approach is adopted with other Unit Directors, internal and external customers

### **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Level s</b>
Proficiency in the use of relevant computer applications	
Knowledge of secretarial procedures and practices	
Knowledge of administrative practices	
Knowledge of modern office equipment, practices and procedures	
Proficiency in typewriting and shorthand	

<b>Core Competencies</b>	<b>Level s</b>
Oral Communication	1
Written communication	2
Teamwork and Cooperation	2
Interpersonal skills	2
Initiative	2
Planning and organizing skills	2
Managing external relationships	2

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Four (4) CXC/GCE O' Levels subjects including Math and English

- Be proficient in typewriting and word production.
- Computer literate
- Completion of Management Institute for National Development qualifying examination.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, no adverse working conditions