



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Administrator
JOB GRADE:	GMG/AM 4
DEPARTMENT:	Technical Services/Office of the Chief Medical Officer
REPORTS TO:	Chief Medical Officer
MANAGES:	Secretary 1 (OPS/SS 1)

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 administrative functions to the Chief Medical Officer in order to achieve the objectives of the Department.

KEY OUTPUT

1. Budget prepared
2. Minutes produced
3. Letters prepared
4. Research conducted
5. Reports prepared

KEY RESPONSIBILITIES AREAS

1. Prepares and complies the annual budget for the Office of the Chief Medical Officer and the Technical Services Division
2. Prepares the quarterly cash flow requirement and the expenditure statement for the quarterly performance review
3. Monitor's the Division's expenditure by:-
 - Ensures that bills incurred by the Division are committed in accordance with budget allocations
 - Maintains a record of commitments through expenditure and allocations
 - Prepares monthly expenditure and variance reports
4. Liaises with Branch heads within the Division to obtain status of programmes/activities.
5. Compiles monthly, quarterly and special reports on the activities of the Division for submission to the Chief Medical officer
6. Organizes the flow of work in the Chief Medical Officer's Secretariat, ensuring that correspondence is sorted according to urgency.
7. Brings to the Chief Medical Officer's attention matters requiring his urgent intervention.

8. Prepares responses to correspondence on behalf of the Chief Medical Officer, where appropriate.
9. Coordinates and facilitates the flow and distribution of information between the Office of the Chief Medical Officer and the Ministry of Health and the Regional Health Authorities, by ensuring that there are no delays in the complete transmission of information.
10. Follow-up on decisions taken by the Chief Medical Officer, as directed, to ensure implementation and follow through.
11. Liaises with the Procurement Manager in order to obtain equipment, furniture, stationery and other items required for the efficient functioning of the CMO's office by:
 - Submits a pro-forma to the Procurement Unit for the preparation of invoice orders
 - Prepares commitment
 - Submits relevant data to the Accounts Department
 - Follows-up to ensure that payments are made to the suppliers
12. Implements an inventory management system to ensure the safety and security of the supplies and equipment in the Chief Medical Officer's office.
13. Organizes and coordinates meetings for which the Chief Medical Officer responsible.
14. Attends meetings, prepares minutes and follow-up on decisions to ensure timely implementation.
15. Alerts the Chief Medical Officer to relevant items in the media on a daily basis and follow-up on actions, where necessary.
16. Performs any other related duties that may be assigned from time to time.

PERFORMANCE STANDARDS

1. The Division's budget and reports are accurate and delivered in a timely fashion
2. The Chief Medical Officer is promptly advised of negative variance

3. An efficient and effective inventory management systems is implemented
4. Confidentiality of information on the job is preserved
5. A high level of performance is consistently demonstrated

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Knowledge of the Ministry's policies and procedures	
Knowledge of modern office equipment, practices and procedures	
Proficient in the use of relevant computer applications	
Planning and organizing skills	
Time Management skills	
Customer service skills	

Core Competencies	Level
Interpersonal skills	
Written communication skills	
Oral communication skills	
Teamwork and cooperation	
Integrity	
Goal/Results oriented	
Initiative	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Management Studies, Public Administration or equivalent
- Training in basic government accounting; Plus
- A minimum of three (3) years working experience, two (2) of which should be in coordinating official functions and making travel arrangements for large delegations.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Typical working environment, no adverse working conditions

AUTHORITY

N/A