



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

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**JOB DESCRIPTION AND SPECIFICATION**

|                    |  |
|--------------------|--|
| <b>JOB TITLE:</b>  | Administrator                                    |
| <b>JOB GRADE:</b>  | GMG/AM 2   |
| <b>DEPARTMENT:</b> | Health Services Planning & Integration           |
| <b>REPORTS TO:</b> | Director, Health Services Planning & Integration |
| <b>MANAGES</b>     |  |

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**

Under the general direction of the Director, Health Services Planning & Integration, the Administrator is responsible for providing administrative support in order to achieve the objectives of the Department.

## **KEY OUTPUTS**

1. Annual budget for the Department prepared
2. Monthly expenditure monitored and variance reports prepared
3. Stationery, office supplies and equipment procured, secured and controlled
4. Monthly and quarterly reports compiled
5. Commitments prepared

## **KEY RESPONSIBILITY AREAS**

1. Prepares the annual budget for the Health Services Planning & Integration Division
2. Prepares the quarterly cash flow requirements and expenditure statement for the quarterly performance review
3. Monitors the Division's expenditure by:
  - i. ensuring that the bills incurred by the Branch are committed in accordance with budget allocations
  - ii. maintaining a record of commitments through expenditure and allocations
  - iii. preparing monthly expenditure and variance reports
4. Compiles monthly and quarterly reports on the activities of the Branch for submission to the Director, Health Services Planning & Integration
5. Liases with the Procurement Manager in order to obtain equipment, furniture, stationery and any other items required for the efficient functioning of the Branch by:
  - I. Submitting a pro-forma to the Procurement Unit for the preparation of invoice orders
  - II. Preparing commitments
  - III. Submitting relevant data to the accounts Departments
  - IV. Follow-up to ensure that payments are made to the suppliers
  - V. implements an inventory management system to ensure the

safety and security of the Branch's supplies and equipment

6. Coordinates and facilitates the flow and distribution of information between the Branch and other Branch's and Division's within the Ministry of Health and Regional Health Authorities
7. Follow-up decisions taken by the Director, Health Services Planning & Integration, at his/her request, to ensures implementation and follow-through
8. Arranges all activities related to meetings, workshops, local and overseas travel and other equipment in the Branch
9. Liaises with the Director, General Administration to ensures the maintenance of furniture and equipment in the Branch
10. Liaises with the designated Branch Officer regarding assistance to be provided through the compassionate fund
11. Assists the Director, Health Services Planning & Integration with personnel matters
12. Ensures secretarial coverage for meetings. Assists in the redeployment of secretarial and clerical staff when absences occur
13. Maintains a record of annual vacation and other leave applications made by staff in the Branch and compile annual vacation leave roster
14. Performs any other related duties, as assigned by the Director, Health Services Planning & Integration

### **PERFORMANCE STANDARDS**

1. The Branch's budget and reports are accurate and delivered in a timely fashion
2. The Director, Health Promotion and Protection is promptly advised of negative variances
3. An efficient and effective inventory management system is implemented
4. Confidentiality of information on the job is preserved
5. A high level of performance is demonstrated

6. Quarterly cash flow and expenditure statements are prepared within the established timeframe

**REQUIRED COMPETENCES**

| <b>Functional/Technical Competencies</b>                       | <b>Level<br/>s</b> |
|--|--------------------|
| Knowledge of the Ministry’s policies and procedures            |                    |
| Knowledge of general administrative practices                  |                    |
| Knowledge of public sector procurement policies and procedures |                    |
| Working knowledge of budget preparation                        |                    |
| Knowledge of modern office equipment, practices and procedures |                    |

| <b>Core Competencies</b>     | <b>Level<br/>s</b> |
|------------------------------|--------------------|
| Interpersonal skills         |                    |
| Written communication skills |                    |
| Oral communication skills    |                    |
| Teamwork and cooperation     |                    |
| Integrity                    |                    |
| Goal/Results oriented        |                    |
| Initiative                   |                    |
| Confidentiality              |                    |

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Certificate/Diploma in Public Administration, Management Studies or equivalent
- Training in basic government accounting and,
- A minimum of three (3) years working experience in an administrative capacity or,
- Any equivalent combination of education and experience

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Typical working environment, no adverse working conditions

**AUTHORITY**

N/A