



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	Administrative Assistant
JOB GRADE:	GMG/AM 3
POST NUMBER:	73248
DIVISION/UNIT:	Executive Office/Enterprise Risk Management
REPORTS TO:	Director, Enterprise Risk Management
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE

Reporting directly to the Director, Enterprise Risk Management, the Administrative Assistant will provide administrative support services to the Enterprise Risk Management Unit and liaise with internal and external stakeholders on matters relating to the science, energy, telecommunications and transport sector.

KEY OUTPUTS

- Stakeholder contacts made and maintained;
- Reports prepared;
- Meetings, consultations and workshops coordinated;
- Agenda prepared, meetings attended and minutes transcribed;
- Correspondence drafted as instructed;
- Research conducted and information prepared as instructed;
- Information provided as requested;
- Appointments calendar maintained;
- Electronic database of records maintained;
- Assistance with Plans and reports provided;
- Records maintained.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Assists in the preparation of the Unit's Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Budget for the Unit and related budgetary programmes;
- Develops Individual work plan based on alignment with the Unit's Operational and Strategic Plans;

- Maintains calendar of activities for the Director, Enterprise Risk Management, schedules and arranges appointments, meetings and consultations;
- Keeps a record of all deadlines and important matters, bringing them to the attention of the Director and interfacing with officers and Divisions/Departments/Agencies concerned to ensure that deadlines and important matters are completed;
- Provides information to stakeholders as directed by the Director, Enterprise Risk Management regarding ongoing and completed initiatives;
- Types, monitors and/or directs telephone calls, emails and facsimile transmittals;
- Coordinates meetings, workshops, seminars, conferences, consultations and other fora for the Unit;
- Attends meetings involving the Director, Enterprise Risk Management and record minutes;
- Prepares agendas;
- Assists in preparing reports as directed by the Director, Enterprise Risk Management;

Technical/ Professional Responsibilities

- Sources information to assist the Director, Enterprise Risk Management in making recommendations to the Permanent Secretary and other stakeholders;
- Organizes and manages the day-to-day activities of the Director, Enterprise Risk Management;
- Participates in and coordinates meetings and follow up on critical issues emerging from these meetings;
- Maintains critical files relating to the science, energy and technology portfolio;
- Composes correspondence independently, from notes or from oral instructions;
- Liaises with all relevant stakeholders for the timely completion of activities relating to science, energy and technology initiatives;

- Assists with the preparation of PowerPoint and other presentations for the Director;
- Organizes and coordinates, workshops, seminars, training sessions, exhibitions, fora conducted by the Unit;
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Prepares resource materials such as brochures and relevant literature for workshops and other fora as instructed;
- Schedules and arranges meetings, focus groups, visits etc., coordinates documents or activities that may be needed before meeting;
- Secure Conference Rooms, multimedia equipment and other devices/resources for meetings/functions;
- Maintain confidential records and files;
- Maintains adequate levels of stationery and supplies for the Unit.

Other Responsibilities

- Performs other related duties as assigned

PERFORMANCE STANDARDS

- Work output provided within agreed timeframe and standard
- Meeting and workshops organized within agreed timeframe
- Contact made with various stakeholders according to established standards;
- Reports prepared according to established standards;
- Meetings and conferences coordinated in accordance with established standards;
- Agenda prepared, meetings attended and minutes transcribed in accordance with established standards;
- Correspondence drafted in accordance with established standards;
- Research conducted and information prepared as instructed;
- Provision of specific information as requested;

- Appointments calendar maintained in accordance with established standards;
- Database of records maintained in accordance with established standards.

INTERNAL AND EXTERNAL CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Director, Enterprise Risk Management	<ul style="list-style-type: none"> • To receive guidance and advice • To provide update and information
Heads of Division and Branches	<ul style="list-style-type: none"> • To receive information • To provide information
Other Staff	<ul style="list-style-type: none"> • To receive and provide information

External

<i>Contact</i>	<i>Purpose</i>
Public Expenditure Policy Coordination Division(PXPC), MOFPS – Risk Management	To receive and provide information on reform issues for ERM
Ministry's Portfolio Departments	To receive and provide information
MDAs	To receive and provide information

REQUIRED COMPETENCIES

Core	Level	Technical	Level
Oral communication	2	Knowledge of GoJ Procurement policies and guidelines.	1
Written Communication	2	Use of technology- relevant computer applications such as Microsoft Office Suite	2
Customer and quality focus	2	Excellent Secretarial Skills	4
	3	Knowledgeable of research methodologies	2

Teamwork and cooperation			
Interpersonal Skills	3		
Ability to work under pressure	3		
Confidential	3		

Minimum Required Education and Experience

- Associate Degree in Public/Business Administration or related discipline
- Knowledge of Risk management principles and procedures would be an asset
- Three (3) years related experience.

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical office working conditions