



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

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|---------------------|--|
| JOB TITLE: | Administrator |
| JOB GRADE: | GMG/AM 2 |
| POST NUMBER: | 58543 |
| DIVISION: | Strategic Planning and Policy Services Division |
| BRANCH/UNIT: | Policy Analysis Research and Development |
| REPORTS TO: | Senior Director, Policy Analysis, Research and Development |
| 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:

Under the supervision of the Senior Director, Policy Analysis, Research and Development, the Administrator is responsible for providing administrative support ensuring that the operations of the Branch are carried out in an efficient manner.

KEY OUTPUTS:

- Budget and cash flow prepared.
- Documents produced.
- Telephone communication adequately managed and requests handled.
- Filing system operational.
- Relevant information readily retrieved and disseminated.
- Administrative policies and procedures implemented.

KEY RESPONSIBILITY AREAS:

- Compiles, stores, and retrieve management data.
- Researches and provides information to the Director, Planning, Research and Evaluation in the preparation of reports.
- Prepares the annual budget and weekly cash flow of the Branch's expenditure.
- Monitors the financial performance of the Branch using the electronic performance monitoring system and provides regular updates to the Director, Planning, Research and Evaluation.
- Requests and maintains an adequate supply of office stationery.
- Ensure that telephone bills are reconciled, and payments are made in respect of toll calls.
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit.
- Assists in the preparation of the Corporate and Operational Plan for the Branch.
- Prepares and dispatches documents.

- Maintains an effective general filing system.
- Prepares resource material and packages for participation of seminars, workshops, and retreats.

Other Responsibilities

- Performs other related duties and responsibilities as may be determined from time to time.

PERFORMANCE STANDARDS:

- Files maintained and updated in an accurate and timely manner.
- Queries appropriately directed.
- Pertinent and comprehensive information provided within the prescribed timeframe.
- Confidentiality, integrity and professionalism displayed in the execution of duties and personal conduct at all times.

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts):

Internal

| <i>Contact</i> | <i>Purpose</i> |
|--|--|
| Senior Director, Policy Analysis, Research and Development | Receive work assignment, directives guidance, feedback and support |
| Heads of Divisions/Units, Directors, Managers and Supervisors, Staff | Obtain and share information |
| General Staff | Obtain and share information |

External

| <i>Contact</i> | <i>Purpose</i> |
|------------------------------------|---|
| Office of the Services Commissions | Update and clarification on staffing issues |
| Head of Agencies | Obtain and share information |

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|--|------------------------------------|
| Ministry of Finance and Public Service | Obtain and share information |
| Other Ministries and Agencies | Information sharing and networking |

REQUIRED COMPETENCIES

| Core Competencies | Level | Technical Competencies | Level |
|---------------------------------|--------------|--|--------------|
| Oral Communication Skills | 3 | Knowledge of Office Management and Ethics | 4 |
| Written Communication Skills | 3 | Record and Information Management Skills | 3 |
| Interpersonal Skills | 3 | General knowledge in budget cash flow preparation | 2 |
| Customer & Quality Focus | 3 | Knowledge and use of relevant computer applications – Microsoft Office Suite | 2 |
| Planning & Organizing | 2 | | |
| Teamwork and Cooperation skills | 2 | | |
| Integrity | 2 | | |

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Diploma in Public Administrative Management, Management Studies or equivalent
- At least two (2) years related work experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Office work environment.