



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

JOB TITLE:	Executive Secretary 2
JOB GRADE:	OPS/SS 5
POST NUMBER:	50912
DIVISION:	Executive Office
REPORTS TO:	Senior Technical Coordinator
ACCOUNTABLE TO:	Permanent Secretary
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:

To provide administrative support to the Permanent Secretary in order to ensure that the operations of the office are effective and efficient in relation to communications and work assignment between the Permanent Secretary and his/her direct reports, the Honourable Ministers, the Ministry's Agencies, other government entities and regional and international bodies and the general public.

KEY OUTPUTS:

- Local and international meetings, conferences, workshops and seminars coordinated;
- Meetings of the Permanent Secretary are organized;
- Documents produced;
- Telephone communication adequately managed and requests handled;
- Filing system operational;
- Relevant information readily retrieved and disseminated;
- Administrative policies and procedures implemented;
- Secretarial duties performed.

KEY RESPONSIBILITY AREAS:

- Liaises with Senior Heads of Sections and personnel outside of the Unit to facilitate administrative support;
- Establishes, supervise and maintains an appropriate filing system for the recording and easy retrieval of information;
- logs mails/files received in the Permanent Secretary's Office;

- Maintains a database for tracking Cabinet Submissions and decisions and distribution of Cabinet decisions;
- Oversees and maintains the “third copy” files for correspondence sent out by the Permanent Secretary;
- Types reports, correspondences, memos, forms, agendas etc. proofreads documents for accuracy, completeness, and conformity with established formats;
- Coordinates activities for a variety of meetings;
- Attends meetings and prepares minutes;
- Ensures that all documents and papers prepared by relevant officers for the Permanent Secretary’s overseas meeting;
- Screens visitors and phone calls intended for the Permanent Secretary and refer them to the appropriate personnel in the event of his/her absence or unavailability;
- Reviews on the directives given and requests made by the Permanent Secretary;
- Compiles, stores and retrieve management data;
- Researches and provide information to the Permanent Secretary in the preparation of reports;
- Aids in the preparation of the annual budget and monthly cash flow of the Unit’s expenditure;
- Monitors the financial performance of the Unit using the electronic performance monitoring system, and provide regular updates to the Permanent Secretary;
- Requests and maintains an adequate supply of office stationery;

- Ensures 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;
- Makes arrangements for local and overseas travel for the Permanent Secretary;
- Takes dictation and reproduces confidential and other correspondence;
- Deals with urgent correspondences, faxes and emails in the absence of a Unit official;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook programme;
- Assists in the preparation of Corporate and Operational Plans for the Unit;
- Attends administrative meetings on the instructions of the Permanent Secretary;
- Arranges for printing, photocopying, binding, and dispatch of documents produced;
- Maintains an effective general filing system;
- Maintains an effective mailing system;
- Prepares resource material and packages for participation in seminars, workshops and retreats;
- Maintains the Permanent Secretary's diary recording appointments, meetings conferences, visits on a daily basis. Confirm, cancel and reschedule appointments on the Permanent Secretary's behalf;
- Takes action minutes at meetings where directed to do so and circulate them as required.

Other Responsibilities

- Any other duties that may be assigned.

PERFORMANCE STANDARDS:

- Files maintained and updated in an accurate and timely manner;
- Queries appropriately directed;
- Conflicts prevented in the Permanent Secretary's schedule;
- Accurate documents and correspondence prepared for dispatch;
- Pertinent and comprehensive information provided within the prescribed time frame;
- Minutes and action agendas provided within the specified deadline;
- Confidentiality, integrity and professionalism displayed in the execution of duties and personal conduct at all times;
- Good coordination and effective working relations with other Divisions, Portfolio Entities and other stakeholders that interact with the Permanent Secretary;
- Attendance and punctuality are consistently good;
- Confidentiality and integrity are exercised;

AUTHORITY:

- Access confidential information
- To monitor and request financial information pertaining to the Unit's budget and expenditure
- Monitor stationery levels and request reordering
- To receive and provide information on behalf of the Permanent Secretary

REQUIRED COMPETENCIES:

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest:

Core	Level	Functional	Level
Oral communication	2	Problem solving and decision making	3
Written communication	2	Planning and organizing	3
Customer and quality focus	2	Use of technology (relevant computer applications – Microsoft Office Suite)	1
Team work and cooperation	2	<ul style="list-style-type: none">• Records management skills• Ability to record and transcribe meeting minutes.• Ability to maintain calendars and schedule appointments.• Ability to create, compose and edit written materials.• Ability to work under pressure and meet deadlines.• Excellent typing skills	
Integrity	2		
Compliance	1		
Interpersonal skills	2		
Change management	1		

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Education and Experience:

- Four (4) or more CXC or GCE ‘O’ Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 60-65 words per minute and shorthand at a speed of 120 words per minute, plus four to five (4-5) years general office experience.

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 60-65 words per minute and shorthand at a speed of 120 words per minute; training in the use of a variety of software applications e.g., word processing, database and spreadsheets; English Language at CXC or GCE ‘O’ Level; completion of the appropriate Secretarial Seminar at Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 60-65 words per minute and shorthand at a speed of 120 words per minute; training in the use of a variety of computer software applications and four to five (4-5) years general office experience plus the appropriate Secretarial Seminar at Management Institute for National Development (MIND).

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Long hours in the use of computers, copy and fax machines and other office equipment