



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: MINISTRY OF TRANSPORT & MINING

JOB TITLE:	Administrative Assistant
JOB GRADE:	GMG/AM 2
POST NUMBER:	58540
DIVISION:	Policy, Planning and Research Division
UNIT:	Projects Unit
REPORTS TO:	Director of Projects
ACCOUNTABLE TO:	Director of Projects
MANAGES:	N/A

This document will be used as management 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

Strategic Objectives of the Division (in which the position is located):

- To undertake major infrastructural projects to be undertaken by the Ministry.
- To lead the development and implementation of projects through bilateral and multilateral funding.

Job Purpose:

- To provide administrative support to the Projects Unit.

Key Outputs:

- Correspondence, reports and memoranda prepared, edited, produced and disseminated;
- Agendas and minutes of meetings prepared;
- Incoming mail collated and distributed;
- Records management process organized, managed and maintained;
- Telephone communication adequately and efficiently managed;
- Research conducted, data collated and disseminated;
- Meetings, appointments, conferences, visits scheduled;
- Internal and external customers interviewed and directed accordingly;
- Monthly reports collected;
- Bills received, checked and dispatched for payment;
- Assist in collecting data on site visits;
- Cash flow prepared;
- Assist with the preparation of the annual budget;
- Office systems managed and adequate supply of office stationery maintained.

Key Responsibilities:

- Types, prepares and email correspondence, reports, minutes of meetings and miscellaneous documents for the Director of Projects;
 - Prepares agendas for meetings, organizes relevant information and prepare documents in accordance with established guidelines;
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- Arrange and organize Unit meetings and meetings for staff members of the Projects Unit;
 - Maintains diary of meetings, appointments, conferences visits etc. for the Director of Projects by scheduling, rescheduling and cancelling appointments;
 - Receives and process incoming mails by opening, vetting, sorting, affixing date of arrival and entering into log book/database;
 - Receives, routes and makes telephone calls for the Director of Projects and other members of staff and incoming calls are referred to the appropriate personnel in the absence or unavailability of the respective officer;
 - Follow up on the directives given and requests made by the Director of Projects;
 - Researches and collates data as requested by the Director of Projects and other staff members;
 - Interfaces with officials and other members of the public seeking audience with members of the Projects Unit;
 - Arranges for the printing, photocopying, binding and dispatch of documents produced;
 - Collects and distribute standard monthly reports;
 - Manages and establishes procedures for the use of office systems and ensure adequate supply of office stationery;
 - Assist with the preparation of annual budget;
 - Prepares monthly cash flow for the Unit;
 - Monitors the financial performance of the Unit using the electronic performance monitoring system, and providing regular updates to the Director of Projects;
 - Prepare requisition forms for internal expenditure and submits mileage and other reimbursable claims to the appropriate Unit;
 - Deals with internal and external queries coming into the Projects Unit;
 - Ensures that all documents leaving the Projects Unit are reviewed for accuracy, completeness, and conformity with established formats and are adequately prepared for timely dispatch;
 - Establishes and maintain effective filing and record-keeping system to facilitate easy retrieval and access of files/records;
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- Maintains an accurate ‘third copy’ files for correspondence sent out of the Directorate by the Director of Projects relating to current projects being undertaken, clarifications sought and presentation made to the Management Team;
- Process bills received, checked for accuracy and dispatched for payment;
- Assist with the collection of data from site visits to complete initiatives within the Projects Unit.

Other Responsibilities:

- Performs other related duties as assigned from time to time.

Performance Standards:

- Communication flow maintained;
 - Director and Officers are kept current of all information brought into the Department;
 - Documents and correspondence are accurately typed;
 - Minutes and action agendas provided within the specified deadline;
 - Files and correspondence are maintained, updated in an accurate and timely manner and are easy to retrieve;
 - Incoming and outgoing mails/correspondence are processed and distributed to appropriate persons in a timely manner;
 - Meetings are planned, organized, well-coordinated, properly logged and reminders provided to facilitate effective preparation;
 - Invitees are given adequate notice of meetings and receive required documents;
 - Meeting documents are prepared and circulated within agreed timeframe and guidelines;
 - Official documents are prepared in line with standard procedures, typed as specified and submitted within agreed timeframe;
 - All documents leaving the Projects Unit are reviewed for accuracy, completeness, and conformity with established formats;
 - Ensure the appropriate support is provided to the Projects Unit in the preparation of the Corporate and Operational Plan;
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- Requisition forms prepared for internal expenditure and travel and reimbursable claims submitted to the appropriate Unit in the stipulated timeframe;
- Telephone calls are answered promptly and routed to appropriate officer;
- Messages recorded accurately and delivered to Officers in a timely manner;
- Appointment diary is maintained;
- Monthly Cash Flow prepared according to established guidelines;
- Inputs provided for the annual budget as requested;
- Research conducted, data collated and disseminated as agreed;
- Filing and record-keeping system maintained according to Records Management guidelines;
- Site visit conducted and report produced within the established timeframe;
- Office systems managed and adequate supply of office stationery maintained monthly;
- Government of Jamaica (GOJ) Procurement guidelines are adequately adhered to in the procurement of goods and services for the Project Unit;
- Confidentiality, integrity and professionalism displayed in the execution of duties and personal conduct at all times.

Required Competencies (Core and technical to be specified):

Core Competences

- Excellent Communication skills both oral and written
- Excellent Planning and Organizing skills
- Excellent Customer Service and Quality Focus skills
- Excellent Attention to Details and Problem Solving skills
- Good Adaptability skills
- Sound Ethical Principles and Integrity

Technical Competences

- Excellent knowledge and use of computer applications – Microsoft Word, Excel, PowerPoint, Publisher and Access etc.
 - Excellent knowledge of Office Administration and Procedures
 - Ability to speed write, records minutes and transcribe meeting minutes
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- Ability to maintain calendars and schedule appointments
- Good knowledge of procurement process
- Excellent Typing skills
- Sound knowledge of Records Management
- Basic knowledge of Project Management

Internal and External Contacts (specify purpose of significant contacts):

Internal Contact	Purpose of Communication
Chief Technical Director	Instructions, guidance, work assignment, advice and sharing information
Director of Projects	Instructions, guidance, work assignment, advice and sharing information
Heads of Divisions/Branches/Units	Collaborates on assignments; sharing and receiving information
Members of Staff	Sharing and receiving information

External Contacts	Purpose of Communication
Public Investment Management Secretariat (PIMSEC)	Liaise, gathers/provides data/information
United Nations Development Programme (UNDP)	Liaise, gathers/provides data/information
Inter-American Development Bank (IDB)	Liaise, gathers/provides data/information
Other Government Ministries, Departments and Agencies	Receive & provide information

Minimum Required Education and Experience:

- Certificate/Diploma in Secretarial Studies, Administrative Management and Management Studies or equivalent
- Three (3) years related working experience

Authority:

- Takes decisions relating to the procurement of office supplies.
 - Monitor and request financial information pertaining to the Unit's budget and
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expenditure.

- Receive and provide information on behalf of the Director of Projects.

Specify Conditions Associated With The Job:

- Regularly required to work extended working hours.
- Required to coordinate and attend meetings, conferences, and workshops away from the office.

Specify licensing or certification necessary for the job:

- None required.
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