



**CIVIL SERVICE OF JAMAICA**  
**MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY**  
**Job Description and Specification**

<b>JOB TITLE:</b>	Executive Secretary
<b>JOB GRADE:</b>	OSP/SS 4
<b>POST #:</b>	9033
<b>DIVISION:</b>	Energy Division
<b>REPORTS TO:</b>	Chief Technical Director
<b>MANAGES:</b>	N/A

**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**

The Executive Secretary is responsible for providing administrative and secretarial support to the Principal Director including, but not limited to greeting visitors and answering the telephone; receiving and distributing mail and correspondence, gathering data and compiling various reports for the energy Division, photocopying materials, maintaining files, ordering supplies, and issuing correspondence. This involves high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment.

## **KEY OUTPUTS**

- Meeting documents prepared;
- Correspondence prepared;
- Schedule prepared;
- Monthly reports/schedules distributed;
- Filing system maintained;
- Office inventory maintained;
- Minutes transcribed and distributed.

## **KEY RESPONSIBILITIES AREAS**

### **Management/Administrative Responsibilities**

- Receives and distribute incoming mail;
- Composes letters, memoranda from general instructions and prepare responses to correspondence containing routine inquiries;
- Interviews visitors and callers, determine the nature of enquiry and refer personnel to proper authorities/departments where appropriate;
- Screens calls for the Principal Director;
- Seeks information from the various Divisions of the Ministry's and Agencies which the Principal Director may need on any particular subject;
- Liaises as necessary between the Principal Director and members of staff and officers outside the organization;
- Performs general office duties such as ordering supplies and maintaining records management systems.

**Technical/Professional Responsibilities:**

- Organizes and manages Principal Director schedule and updates activities and appointments;
- Coordinates and arranges meeting, prepares meeting documents, ensures action plan reports and other meeting documents are circulated;
- Attends meetings and ensure that minutes are taken, transcribed and distributed;
- Prepares agendas and make arrangements for committee, board, and other meetings;
- Manages and establishes procedures for the use of office system;
- Ensure adequacy of office supplies;
- Establishes and maintain a system for the control and safekeeping of classified, secret and confidential documents files and reports;
- Liases with Directors within the Ministry regarding scheduling of meetings.

**Other Responsibilities**

- Performs all other related duties and functions as may be required from time to time.

**PERFORMANCE STANDARDS**

- Meeting documents prepared in accordance to established standards;
- Correspondence prepared according to established standards;
- Schedule prepared in accordance to established standards;
- Reports/schedules distributed according to established standards;
- Office inventory maintained;
- Minutes transcribed and distributed in accordance to established standards;
- Meetings are planned, organized and coordinated, meeting documents are prepared and circulated within agreed standards and time guidelines;
- Official documents are prepared in line with the standard procedures and policies and submitted within agreed timeframe;
- Current and well maintained filing system.

**REQUIRED COMPETENCIES**

<b>Core Competencies</b>	<b>Level</b>	<b>Functional/Technical</b>	<b>Level</b>
Interpersonal Skills		Organizing	
Oral Communications		Judgment	
Written Communication		Use of Technology	
Job Knowledge		Planning	
Quality of Output			
Compliance			
Customer and quality focus			
Team work and cooperation			

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

CXC or GCE 'O' Level English; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 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 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications eg. Word processing, database and spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the 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 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' Level; training in the use of a variety of computer software applications and four to five (4-5) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Maybe required to work beyond normal working hours

### **AUTHORITY**

- None