



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

JOB TITLE:	Executive Secretary
GRADE:	OPS/SS 4
POST #:	8721
DIVISION:	Internal Audit
REPORTS TO:	Chief Internal Auditor
MANAGES:	None

**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 general direction of the Chief Internal Auditor, the incumbent is responsible for organizing and administering all activities related to the Internal Audit Unit's portfolio; ensures that contacts are maintained with persons and groups critical to the successful implementation of the Unit's programmes and activities.

KEY OUTPUTS

- Chief Internal Auditor's calendar/electronic diary maintained;
- Meetings scheduled and coordinated;
- Telephone and written communication properly done;
- Filing system maintained and secured;
- Incoming and outgoing correspondence recorded and dispatched;
- Travelling register maintained;
- Meetings attended, notes taken and minutes produced;
- Customers treated courteously and promptly;
- Reports;
- Database maintained;
- Audit reports prepared.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Organizes meetings for the Chief Internal Auditor and staff as necessitated;
- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Handles routine correspondence on behalf of the Chief Internal Auditor by retrieving and sending correspondence from intranet and internet;
- Manually logs receipt and dispatch of correspondence;
- Receives and disseminates information on behalf of the Internal Audit Unit;
- Maintains the Chief Internal Auditor's diary electronically by recording appointments, meetings visit etc. on a day-to-day basis and confirms, cancels and reschedules appointment on the Chief Internal Auditor's behalf;
- Addresses matters relating to the general maintenance of the Internal Audit Unit;
- Liaises with internal and external customers;
- Attends meetings as required, makes notes and produces minutes for dissemination and follow-up action;
- Creates and maintains audit database with weaknesses, recommendations, management response and the implementation status of recommendations;

- Sends client satisfaction survey electronically to all stakeholder for audit assignments conducted with a view to obtain feedback on the quality of audit assignments;
- Assists with formatting and issuance of audit reports for assignments conducted;
- Maintains timesheet log for the submission of timesheet reports by the Audit Team;
- Monitors staff absenteeism and ensure that the relevant leave forms are submitted and the register updated by the designated Ministry official.

Technical/Professional Responsibilities

- Prepares audit and status reports on behalf of Audit staff for submission to the relevant Agencies/Divisions;
- Assists with the preparation of the Unit's Corporate and Operational plans and Annual Budget by using Microsoft Excel or any other related software;
- Drafts letters and memoranda for the Chief Internal Auditor's signature;
- Conducts research and prepare draft responses to correspondence for vetting by the Chief Internal Auditor;
- Keeps abreast of the progress of activities within the MSET, providing background information, as well as preparing briefs for the Chief Internal Auditor for participation in meetings;
- Makes travel and accommodation arrangements for the Internal Audit staff when necessary;
- Prepares and disseminates internal audit advisories to internal and external stakeholders;
- Follow-up with entities/divisions regarding submission of management responses to audit reports;
- Maintains attendance reports for Internal Audit Staff for submission to the Chief Internal Auditor;
- Follow-up with Agencies to ensure the submission of their annual audit plans and quarterly reports;
- Creates and maintains audit templates for activities and documents used within the Internal Audit Units;
- Maintain database with Auditor General's reports issued on the Ministry and its Portfolio Agencies and Department and update same with the issue status periodically;
- Maintains and secures filing system;
- Assists with the conduct of audits.

Human Resource Responsibilities

- Attends and participates in the Unit's/Ministry's staff meetings;
- Ensures self-awareness and adherence to policies, procedures and regulations of the Division/Ministry.

Other Responsibilities

- Provides secretarial support for other units and performs any other related duties assigned from time to time by the Chief Internal Auditor/Human Resource Manager.

INTERNAL & EXTERNAL CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Chief Internal Auditor	Professional guidance and work assignment
All staff members in MSET	Sharing and receiving information on behalf of the Audit Unit
<i>External</i>	<i>Purpose</i>
MDA's	Sharing and receiving information on behalf of the Chief Internal Auditor and other audit staff
Other external customers	Information sharing

PERFORMANCE STANDARDS

- Chief Internal Auditor's calendar/electronic diary frequently updated;
- Telephone and written communication properly done;
- Filing system maintained and secured;
- Incoming and outgoing correspondence recorded and dispatched within specified timeframe;
- Travelling register updated as required;
- Meetings attended, notes taken and minutes produced accurately;
- Meetings properly arranged;
- Research issues dealt with according to timeline given by the Supervisor;
- Letters and memoranda drafted and reports prepared in specified timeframe.

REQUIRED COMPETENCIES

Core	Level	Functional	Level
Oral communication	2	Initiative	1
Written communication	2	Use of technology (relevant computer applications)	1
Customer and quality focus	2	Problem solving and decision making	1
Team work and cooperation	2	Planning and organizing	2
Interpersonal skills	2	Records and information management skills	Excellent
Compliance	1	Ability to record and transcribe minutes	-
Quality of output	-	Ability to maintain calendars and schedule appointments	-

Integrity	4	Ability to create, compose and edit written materials	-
-	-	Ability to work under pressure and meet deadlines	-

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND) or Diploma/Certificate from an accredited secretarial school or successful completion of 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;
- Four (4) to five (5) years relevant experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal working hours;
- Prolonged use of computer.

AUTHORITY

- Responds to correspondence on behalf of the Internal Audit Unit.