



**MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY
NATIONAL COMMISSION ON SCIENCE AND TECHNOLOGY (NCST)**

Job Description and Specification

JOB TITLE:	Secretary
REPORTS TO:	Executive Director
MANAGES:	None

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF
THE JOB AS SIGNIFIED BELOW**

Employee

Date

Head of NCST

Date

JOB PURPOSE

Under the general direction of the Senior Technology Officer/Office Manager, provides administrative, secretarial, programmatic and clerical support to staff of the secretariat and to maintain a functional office environment while performing a variety of noncomplex duties.

KEY OUTPUTS

- Maintenance of Executive Director's calendar/electronic diary;
- Coordination and scheduling of meetings;
- Management of travel arrangements;
- Maintained and secured filing system;
- Recorded and dispatched incoming and outgoing correspondence;
- Attendance at meetings, notes and minutes;
- Efficient customer service;
- Reports;
- Meetings arranged;
- Attend board meeting.

KEY RESPONSIBILITY AREAS

Administrative/Secretarial/Clerical

- Organizes meetings for the Commission as necessary;
- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Handles routine correspondence on behalf of the Executive Director and other members of the Commission by retrieving and sending correspondence from intranet and internet;
- Receives and disseminates information on behalf of the Director and other members of the Division;
- Maintains the Executive Director's diary electronically by recording appointments, meetings visit etc. on a day-to-day basis and confirms, cancels and reschedules appointment on the Executive Director's behalf;
- Addresses matters relating to the general maintenance of the Commission;
- Liaises with internal and external customers;
- Attends meetings as required, makes notes and produces minutes for dissemination and follow-up action;
- Sorts, files and maintains alphabetical, numerical, and subject filing systems;
- Types forms, memoranda, reports and other copy material;
- Checks and compares data for accuracy and completeness;
- Gathers specified information and compiles routine reports;
- Develops and enters data into computer system, and in Excel sheets;

- Answers incoming calls phones according to agreed procedures and transfer to the appropriate staff;
- Records and relays detail information correctly from telephone calls to appropriate staff;
- Takes and distribute accurate messages;
- Greets the public and clients and directs them to the relevant officer;
- Receives, logs, sorts, distributes incoming and outgoing mail;
- Monitors incoming emails and respond or forward as required;
- Fax, scan and photocopy documents;
- Updates and maintains databases such as mailing lists, contact lists and client information;
- Retrieves information as requested;
- Co-ordinates and maintains staff administrative records such as staff parking, staff phones and payments;
- Types documents, reports and correspondence;
- Assists with event planning and implementation of programmes;
- Assists with updating and maintaining internet website as directed;
- Establishes, maintains and updates Facebook page for NCST to keep the public updated of our activities and programs;
- Monitors and maintains office supplies.

Other

- Performs any other related duties assigned from time to time by the

PERFORMANCE STANDARDS

- Assignments are of a high quality and completed within agreed timeframe;
- Customers treated promptly and courteously;
- Confidentiality and integrity are maintained;
- Board meetings arranged according to established guidelines;
- Meeting minutes recorded and produced according to establish guidelines and within agreed time frame;
- Diary maintained according to established standards;
- Payment of stipend coordinated according to establish standards.

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	Initiative	1
Written communication	2	Use of technology (relevant computer applications – Microsoft Word, Mail Merge, PowerPoint, Excel, Publisher, Outlook etc.)	1
Customer and quality focus	2	Problem solving and decision making	1
Team work and cooperation	2	Planning and organizing (able to plan own work and task)	2
Interpersonal skills	2	<u>Technical Skills</u> <ul style="list-style-type: none"> • Require limited supervision • Work management and prioritizing skills • Attention to detail • Accuracy • Flexibility • Reliability • Typing and minute taking ability • Internet skills including use of e-mails, group messaging and data collection 	2
Compliance	1		
Quality of output	-		
Integrity	4		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) CXC or GCE ‘O’ Level subjects inclusive of English Language and a numeric subject;
- 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;
- Training in the use of Microsoft office and other relevant computer applications;
- Four (4) to five (5) years relevant experience.

CONDITIONS ASSOCIATED WITH THE JOB

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

AUTHORITY

- Signs specified correspondents on behalf of Supervisor.