



**MINISTRY OF EDUCATION, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Administrative Assistant – (Operations & Projects)
JOB GRADE:	OPS/SS 2
POST NUMBER:	
DIVISION/BRANCH:	Internal Audit Services
SECTION/UNIT:	Operations & Projects
REPORTS TO:	Audit Manager, Operations & Projects
MANAGES:	N/A

Strategic Objectives of the Internal Audit Division

To provide assurances to the Permanent Secretary through the Audit Committee on the appropriateness and effectiveness of management systems (e.g. policies, procedures, budgetary targets, and performance management) established to facilitate the achievement of the goals and objectives of the Ministry of Education, Youth & Information.

Job Purpose

Under the direction of the Audit Manager (Operations & Projects), the Administrative Assistant is responsible for providing administrative, secretarial and clerical support, in ensuring the efficient and effective functioning of the Unit, while ensuring tact, diplomacy, discretion, professionalism and timeliness, in the performance of responsibilities.

Key Outputs:

- Calendar/schedules created/maintained
- Meetings/training sessions coordinated/arranged
- Correspondence/documents/presentations composed/prepared/processed/dispatched/followed-up
- Reports prepared/collated/edited
- Visitors/phone calls received/screened/responded to

- Requests for information processed/provided
- Files/database/administrative systems established/maintained
- Annual Work Plan prepared
- Bills/Payments processed
- Office supplies and stationery levels maintained

Key Responsibility Areas:

Technical / Professional Responsibilities

- Provides administrative support to the Manager, including:
 - ♦ managing calendar and schedules and providing regular updates
 - ♦ coordinating meetings and making arrangements for training
 - ♦ preparing agendas and packages for meetings
- Provides secretarial and clerical support to the Manager, including:
 - ♦ taking and reproducing minutes of meetings
 - ♦ processing incoming and outgoing correspondence
 - ♦ responding to routine enquiries
 - ♦ composing and preparing correspondence, memoranda, other documents and presentations
 - ♦ photocopying, fax and mailing
- Compiles, collates, and prepares reports
- Prioritizes and follows-up on matters addressed to the Manager and refer and/or respond as appropriate
- Receives and screens incoming calls and visitors, provides information or access, takes messages or refer to appropriate staff, as deemed appropriate
- Establishes and maintains files and records, electronic and hard copy, in accordance with established policies and regulatory guidelines, to ensure the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail
- Processes routine requisitions to pay bills, clear expenses and/or order supplies
- Maintains an adequate inventory of office supplies and stationery
- Maintains leave and attendance records

Other

- Required to perform other related responsibilities that may be assigned by the Manager from time to time

Performance Standards:

- Calendars and schedules, are efficiently coordinated and maintained and the Manager updated in a timely manner
- Reports, correspondence, agendas, and other documents are appropriately formatted, accurate and prepared in a timely manner
- Meetings and events are efficiently and effectively coordinated so as to ensure the achievement of meeting objectives
- Minutes of meetings are accurate and prepared and circulated/submitted in a timely manner
- Tact, sensitivity, diplomacy, discretion and professionalism is exercised in the screening of calls and visitors, giving out of information, and dealing with people

- Confidentiality of information and communication, oral and written, is maintained at all times
- Priorities are determined and tasks scheduled to meet deadlines
- The Manager is updated in a timely manner on the status of issues, assignments and matters requiring urgent attention
- Record-keeping and administrative systems are established and maintained that ensures the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail
- Proactive, timely and effective assistance is provided in the administration of the affairs of the Section

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

Contacts Internal to the organisation:

Contact (Title)	Purpose of Communication
Executive/Senior Management	Re request/provision of information and arrangements for meetings
General staff	Re receipt and provision of information
Regional offices	To seek, receive and provide information

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
Other Government Ministries/Departments	To seek, receive and provide information
Ministry of Finance & the Public Service	To seek, receive and provide information
Accountant General's Department	To seek, receive and provide information

Required Competencies:

Core

- Excellent verbal and written communication skills
- Excellent planning, organizing, and time management skills
- Well-developed interpersonal skills
- Ability to maintain confidentiality and integrity in matters of a sensitive nature
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines
- Ability to work independently without close supervision
- High level of stress tolerance
- Attention to detail

Technical

- Knowledge of office management clerical and administrative procedures and systems
- Ability to undertake research and select, synthesize and analyze data for reports and other forms of documentation
- Ability to create presentations, charts, graphs, databases, and spreadsheets

- Ability to compose routine correspondence and reports
- Proficiency in the use of MS Office software applications including spreadsheets, word processing, presentations and database management

Minimum Required Education and Experience

- Bachelor's Degree in Human Resource Management, Administrative Management or any of the Social Sciences
- Three (3) years' experience working in an administrative or secretarial capacity

Authority to:

- Access confidential information
- Accord priority status to incoming correspondence which require urgent action
- Exercise discretion in the screening of calls and visitors
- Respond to queries and offer advice and direction in the absence of the Manager
- Order supplies and stationery

Specific Conditions Associated with the job:

- May be required to work beyond and outside normal working hours in meeting deadlines or in providing support services at meetings and events.