



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

JOB TITLE:	Executive Secretary 1
JOB GRADE:	OPS/SS 4
POST NUMBER:	
DIVISION:	Financial Management Services
REPORTS TO:	Principal Finance Officer
MANAGES:	N/A

Strategic Objectives Of The Financial Management Services Division

The Financial Management Services Division provides Financial and Accounting Services to support the Ministry and ensures that sector priorities are adequately resourced by leading the accounting, financial planning and budgeting for the entire education portfolio and providing financial management services for the Ministry

Job Purpose

Under the supervision of the Principal Finance Officer (PFO), the Executive Secretary 1 is responsible for providing high-level administrative support and management to the PFO's office; the responsibilities include preparing the budget for the PFO's office, scheduling appointments, co-ordinating activities, developing reports and briefs, and handling and solving critical payment queries .

Key Outputs:

- Calendar/schedules created/maintained
- Travel plans/itineraries/meetings coordinated/arranged
- Correspondence/memoranda/agenda/documents composed/processed

- Dictation taken/transcribed/reproduced
- Visitors/phone calls received/screened/routed/responded to
- Incoming issues prioritized/processed/referred/followed-up
- CEO briefed/updated on issues/concerns/appointments/commitments
- Information requested provided
- Record-keeping and administrative systems established/maintained
- Budget prepared for the PFO's Office
- Reports drafted
- Critical payment queries investigated

Key Responsibility Areas:

Technical / Professional Responsibilities

1. Serves as the primary point of contact for internal and external clients on all matters pertaining to the Office of the PFO and as liaison between the Permanent Secretary and Branch Heads
2. Undertakes a broad variety of administrative tasks for the PFO including:
 - managing calendar of appointments
 - reviewing, collating and editing reports
 - coordinating conferences calls and Executive Team meetings
 - arranging travel plans and itineraries as well as compiling documents for travel-related meetings
 - completing expense reports and preparing audio-visual presentations
3. Provides Executive support to the PFO including:
 - taking and transcribing dictation and taking and reproducing minutes of meetings
 - Prepares notices, agendas, minutes and compiles, documentation and reports for meetings
 - processing confidential incoming and outgoing correspondence
 - composing and preparing correspondence, memoranda, agenda and other documents that are oftentimes confidential
4. Handles complaints from Executive Staff regarding delays in critical payments by: conducting investigations; providing timelines for resolution and following the issue to a resolution; keeping the client informed of progress
5. Prepares the budget for PFO's Office; consults with the PFO in order to collect the necessary information, define the anticipated goals of the office, determine the anticipated income, expenditure for the year, and determine how the funds will be expended
6. Notifies participants of upcoming meetings and dispatches all the relevant documents prior to the meeting
7. Communicates instructions, decisions and advice from the PFO to internal and external stakeholders

8. Communicates directly on behalf of the PFO with the Permanent Secretary, staff, external stakeholders and others, on matters related to the PFO's programmatic initiatives
9. Functions as liaison for smooth communication between the PFO's office and internal divisions in a manner that serves to maintain credibility, trust and support with senior management and staff
10. Receives and screens visitors and incoming calls to the PFO's Office; provides information or access; refers to appropriate staff; and/or take other action as deemed appropriate.
11. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the PFO, including those of a sensitive or confidential nature and refer or respond as appropriate
12. Maintains awareness of the Ministry's operating environment, including issues and concerns, and briefs and updates the PFO accordingly
13. Works closely with the PFO to keep him/her well informed of upcoming commitments and responsibilities and follows-up as appropriate
14. Ensures security guidelines are strictly observed so as to safeguard the confidentiality of documents in the PFO's office
15. Establishes and maintains confidential files and records management systems, electronic and hard copy, in accordance with established policies and generally accepted professional standards
16. Keeps abreast of the policies, procedures and practices of the Ministry to be able to respond appropriately to enquiries, complaints or issues
- 18...Researches, prioritizes and follows up on urgent issues requiring the attention of the PFO
19. Drafts Repots and briefs for the PFO as is requested
19. Maintains a filing system of payment files for the PFO's office
20. Investigates and reports on Critical Payments matters in a timely manner

Other

Required to perform other related duties that may be assigned from time to time

Performance Standards

This job is satisfactorily performed when:

1. The PFO's diary is properly maintained, files are correctly updated and stored safely, correspondence are appropriately logged and dispatched and queries are answered in the required time

2. The PFO is apprised of all scheduled activities in a timely manner
3. The Minutes of meetings are recorded, correctly transcribed and circulated to the relevant persons by the stipulated time
4. The budget for the PFO's Office is properly prepared in the prescribed format and submitted by the due date
5. Meetings are coordinated and properly arranged, the relevant documents distributed and the attendees informed by the stipulated time
6. Accurate, comprehensive reports are prepared in the required format and submitted by the due date.
7. Reports, correspondence, agendas, and other documents are prepared in an efficient and timely manner
8. Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the PFO's Office
9. Tact, sensitivity, diplomacy,, discretion, professionalism and good judgment are exercised in the screening of calls and visitors
10. Record-keeping and administrative systems are established and maintained that ensure the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit rail
11. Performance objectives of staff are established, performance monitored, appraised and feedback provided on an on-going basis

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts):

Contact (Title)	Purpose of Communication
Permanent Secretary; Executive/Senior Management	Re request for and provision of information; and arrangements for meetings, conferences, etc.
General Staff	Re provision of information
DSS Regional staff	Re consultation/collaboration on matters pertaining to quality, legal, project and incidence issues
Public Relations Officer	Re CEO's outreach plans and programmes

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

Contact (Title)	Purpose of Communication
Ministry of Finance & the Public Service	Promote, gather and disseminate information on behalf of the PFO
Banks and other financial institutions	Receive and Provide Information
International Lending Agencies	Receive and provide Information

Auditor General	Receive and provide information
Accountant General	Receive and provide information
POIJ	Receive and provide information
All educational Institutions	Receive and provide information

Required Competencies:

Core

Ability to:

- Ability to communicate clearly, articulately and concisely in the verbal and written form
- Excellent planning, organizing, and time management skills
- Plan and organize events and manage time well
- Well-developed interpersonal skills with the ability to build relationships with stakeholders, including staff and external partners
- Ability to exercise good judgment, professionalism, tact, sensitivity and discretion in dealing with people in a variety of situations
- Ability to determine between competing priorities, schedule and structure tasks in order to meet deadlines
- Maintain confidentiality and integrity in matters of a sensitive nature
- Ability to work collaboratively and independently without close supervision
- Ability to think strategically
- Make good decisions and judgement
- Able to pay attention to detail

Technical

Knowledge of:

- Administrative Management principles and practices
- Office procedures and practices
- Brief preparation and report writing
- The Education Act and Regulations
- Ministry of Education's operation and functions
- Accounting principles and budget preparation

- Ability to compose correspondence and reports
- ability to review several diverse reference sources and select and synthesize data for reports and other forms of documentation
- The use of office automation and specific software packages such as Microsoft Word, Excel, Publisher, Power Point

Minimum Required Education and Experience

- BSc. Degree in Business Administration/ Public Administration or equivalent ;
- Certification in Administrative Management (CAM 4);
- Five (5) years' experience, three (3) of which should be at a senior secretarial level.

Authority:

- Prioritize appointments and schedule visits
- Open and respond to the PFO's mail
- Organize meetings
- Provide or request information

Specific Conditions Associated With the Job

- Normal office environment
- Long and irregular working hours at times