



**MINISTRY OF EDUCATION, YOUTH AND INFORMATION
DIVISION OF SCHOOLS' SERVICES
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Secretary
JOB GRADE:	OPS/SS II
POST NUMBER:	
BRANCH:	Schools' Improvement Services
SECTION:	Schools Performance Monitoring and Evaluation
REPORTS TO:	Assistant Chief Education Officer

Job Purpose

The incumbent is responsible for providing secretarial, clerical and administrative support to the School Performance, Monitoring & Evaluation Section.

Key Outputs:

- Outgoing correspondence prepared/typed/dispatched
- Incoming correspondence and files sorted/recorded/routed
- Information re applications for motor vehicle loans reviewed/verified
- Telephone calls responded to and routed
- Visitors greeted and processed
- Files and records maintained

Key Responsibility Areas:

1. Types and proofreads letters from drafts

2. Types monthly and quarterly reports
3. Types correspondence and reports and other documents for staff within the Section as required.
4. Types and dispatches letters and forms.
5. Sorts, records and dispatches incoming correspondence to the relevant officers
6. Records and sorts incoming files
7. Attends meetings and recording and preparing the meeting minutes
8. Circulates approved meeting minutes
9. Receives, greets and directs visitors to the Section
10. Directs telephone calls to the appropriate officers
11. Performs any other related duties assigned

Performance Standards:

- Correspondence, reports and other documents relating to area of responsibility are prepared/typed and dispatched in an efficient and timely manner
- Incoming letters and files are recorded, sorted and routed in an efficient and timely manner
- Meeting minutes are accurately prepared and are distributed on a timely basis
- Visitors, callers and other business contacts are treated with courtesy and their requests/questions are handled in a professional and timely manner
- Timely, effective and efficient clerical and secretarial support is given to the I Section in carrying out its functions
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties

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

Internal Contacts

Contact (Title)	Purpose of Communication
Regional Offices	To obtain or provide information
Educational Institutions (Teachers and Bursars)	To obtain or provide information
Agencies	To obtain or provide information

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

Contact (Title)	Purpose of Communication
Ministry of Finance & Planning	To receive or provide information
Members of the public	To receive or provide information

Required Competencies:

Core

- Strong word processing/typing and speedwriting/shorthand skills
- Ability to communicate effectively, orally and in writing
- Good interpersonal, time management and organizing skills
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Ability to maintain confidentiality

Technical

- Knowledge of the policies and procedures relating to the Section
- Good knowledge of record keeping and records/file management techniques
- Good knowledge of office procedures
- Proficiency in the use of relevant computer software including spreadsheet, word processing, presentation and internet

Minimum Required Education and Experience

- 4 GCE O' Level or CSEC subjects at the General Proficiency Level, including English Language and Mathematics
- Diploma in Secretarial Studies from an accredited institution
- Certificate in Administrative Management, Level 1 from MIND.
- Proficiency in typewriting at a speed of 40 – 45 words per minute
- Two (2) Years' working experience

Authority to:

- Access confidential files

Specific Conditions associated with the job:

- Normal working conditions