

MINISTRY OF EDUCATION

JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Secretary
JOB GRADE:	OPS/SS 3
POST NUMBER:	
DIVISION:	Planning & Development
REPORTS TO:	Director, Policy Analysis, Research and Statistics
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

To provide secretarial support to the Director, Policy Analysis, Research and Statistics and to other staff within the Unit in order to help ensure the Unit's effective and efficient functioning.

Key Outputs:

- Reports, correspondence and other documents prepared
- Responds to correspondence regarding requests to conduct research in the Ministry, Department and or its Agencies
- Incoming/outgoing mail handled
- Meetings scheduled and organized
- Minutes of meetings prepared and distributed
- Calls and visitors handled
- Computerized and manual recordkeeping systems maintained
- Travel arrangements made
- Inventory of stationery maintained

Key Responsibility Areas:

Secretarial Responsibilities

1. Prepares correspondence and reports and other documents for the Director and staff within the Unit as required.
2. Receives, logs and distributes incoming mail.
3. Arranges for the dispatch of outgoing mail.
4. Schedules and organizes meetings for the Director in accordance with his/her work schedule. This includes:
 - arranging the meeting venue and if required, refreshments
 - preparing materials for the meetings, inclusive of the meeting agenda
 - attending the meetings and recording and preparing the meeting minutes
 - circulating approved meeting minutes
5. Receives and places telephone calls for the Director and staff within the Unit; takes and relays messages when required.
6. Receives, greets and directs visitors to the Policy Analysis, Research and Statistics Unit.

7. Makes travel arrangements for the Director and other members of the Unit as required.
8. Maintains relevant computerized and manual files for the ACEO and the Unit.

Other

9. Performs other related functions assigned from time to time by the Director Policy Analysis, Research and Statistics.

Performance Standards:

- Documents are typed in a timely manner and a high level of accuracy is maintained
- Incoming/outgoing mail is distributed in a timely manner
- Meetings are efficiently scheduled/organized
- 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 timely manner
- Computerized and manual recordkeeping systems are up-to-date and accurate
- Travel arrangements for the Director are timely and meet requirements
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties

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

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
All Ministry of Education Divisions/Units	Providing statistical information on the Jamaican education system

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

Contact (Title)	Purpose of Communication
Local and Overseas Government Ministries/Agencies	Providing/receiving information on behalf of the Director and staff within the Unit
Private Sector Organizations	Providing/receiving information on behalf of the Director and staff within the Unit
International Agencies/Organizations (IDB, UNESCO, ILO, etc.)	Providing/receiving information on behalf of the Director and staff within the Unit
Members of the Public	Providing/receiving information on behalf of the Director and staff within the Unit

Required Competencies:

Core

- Strong word processing/typing and speedwriting/shorthand skills
- Good oral and written communication skills
- Good judgment and initiative exercised
- Good human relations skills
- Good organizing skills
- Ability to demonstrate a high level of initiative, professionalism and confidentiality

Technical

- Good knowledge of record keeping and records/file management techniques
- General knowledge of office procedures
- Proficiency in the use of relevant computer software including spreadsheet, word processing, presentation and drawing software and the Internet.

Minimum Required Education and Experience

- Diploma in Secretarial Studies from a recognized institution or equivalent qualifications
- English Language in CXC/GCE at the general proficiency level
- Shorthand 80 w.p.m.
- Typing 40-45 w.p.m.
- Two (2) years working experience in a similar position

Authority:

- N/A

Specific Conditions Associated with the Job

- Normal office environment
- May be required to work beyond normal hours from time to time to meet deadlines