

MINISTRY OF EDUCATION & YOUTH
NATIONAL PARENTING COMMISSION
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Secretary
JOB GRADE:	(to be determined)
POST NUMBER:	
DIVISION:	Office of the Director Corporate Services
SECTION:	N/A
REPORTS TO:	Director Corporate Services
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

Strategic Objectives of the NPSC:

Job Purpose

Under the direction of the Director, Corporate Services the Senior Secretary is responsible for providing a diverse range of clerical and secretarial support services, so as to ensure the effective and efficient functioning of the Office of the Division, while ensuring diplomacy, professionalism and timeliness, in the performance of responsibilities.

Key Outputs:

- Correspondence/documents composed/prepared/processed/dispatched/followed-up
- Minutes of meetings taken, transcribed and disseminated
- Dictation taken/transcribed
- Visitors/phone calls received/screened/responded to
- External requests for information processed/provided
- Records and files established/maintained
- Inventory of supplies maintained
- Leave/attendance records maintained

Key Responsibility Areas:

Technical / Professional Responsibilities

- Undertakes a broad range of clerical and secretarial duties in support of the efficient functioning of the office of the Director, including:
 - processing incoming and outgoing correspondence
 - responding to routine enquiries within scope of authority or as directed
 - composing and preparing correspondence, reports, memoranda, agendas and other documents
 - copying and faxing documents
- Screens and announces visitors to the Director's Office;
- Receives, screens and routes telephone calls and takes and relays messages;
- Screens requests for information and responds or refers to the appropriate member of staff;
- Assists in the preparation for meetings, conferences and/or workshop, ensuring that venues are booked and necessary materials are prepared and circulated/distributed;

- Takes and transcribes dictation, take, type and distribute minutes of meetings and maintains records of proceedings;
- Maintains an adequate inventory of office supplies;
- Prepares requisitions for the procurement of office stationery and supplies;
- Processes cheque requests, expense advances and other routine requisitions to pay bills, clear expenses and/or order supplies;
- Maintains the Leave and Attendance records of staff within Director's Office
- Maintains computerized and manual files and records including their filing, retrieval, retention and storage

Other

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

Performance Standards:

- Correspondence and other documents prepared are appropriately formatted, error free and prepared and submitted/dispatched in a timely manner.
- Minutes of meetings and dictation transcribed are accurate and prepared and circulated/submitted in a timely manner.
- Proactive, effective and timely assistance is provided in the preparation for meetings, conferences, seminars and other events.
- 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
- Priorities are determined and tasks scheduled to meet deadlines
- Inventory of supplies are maintained at adequate levels to meet the needs of the Director's Office
- Files and records are established and maintained in an up-to-date manner and are in accordance with relevant policies, procedures and guidelines

Internal and External Contacts (specify purpose of significant contacts:

Contacts Internal to the organisation:

Contact (Title)	Purpose of Communication
NPSC Staff (HO, Regional)	To provide information and for consultation
Executive/Senior Management	To provide information and for consultation
Finance & Accounts and Procurement staff	Re financial, accounting and procurement matters

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

Contact (Title)	Purpose of Communication
Ministry of Education	To provide information and for consultation
Donor Agencies & Stakeholders	To provide information and for consultation
The public	To provide/gather information

Required Competencies:

Core

- Excellent verbal and written communication skills
- Excellent planning, organizing, and time management 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
- Attention to detail

Technical

- Knowledge of National Parenting Support Commission Act, 2012; National Parenting Policy; Jamaica Child Care and Protection Act, 2004
- Sound knowledge of office procedures and practices
- Knowledge of the operation of standard office equipment, including photocopiers and fax machines
- Proficiency in the use of MS Office software applications including spreadsheets, word processing, presentations and database management

Minimum Required Education and Experience

- Diploma in Office /Public / Business Administration or related discipline

OR

- Certified Professional Secretary (CPS) designation or equivalent qualifications
- Three (3) years' experience in the secretarial field

Authority to:

- Access confidential information
- Exercise discretion in the screening of calls and visitors
- To respond to queries and offer advice and direction in the absence of the CEO and Administrative Assistant

Specific Conditions associated with the job:

- May be required to work beyond normal working hours from time to time