



**MINISTRY OF EDUCATION & YOUTH
REGIONAL EDUCATIONAL SERVICES
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Administrative Assistant
JOB GRADE:	GMG/AM 3
POST NUMBER:	
DIVISION:	Regional Educational Services Division
SECTION:	Schools' Human Resource Management
REPORTS TO:	Director, Schools' Human Resource Management
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:

Job Purpose

Under the general supervision of the Director Schools' Human Resource Management the Administrative Assistant is responsible for providing a range of secretarial, clerical and administrative support in order to ensure the effective and efficient functioning of the Section, while ensuring tact, diplomacy, discretion, professionalism and timeliness, in the performance of responsibilities.

Key Outputs:

- Draft minutes of Human Resource meetings
- Action sheets from meetings compiled
- Director's diary organized/maintained
- Meetings scheduled and organized
- Memoranda, circulars and documents prepared/distributed
- Incoming calls and visitors received/screened/responded to
- Incoming correspondence sorted and referred
- Files and records management system implemented/maintained
- Inventory of stationery maintained
- Visitors greeted and callers responded to
- Annual work plan prepared

Key Responsibility Areas:

Technical/Professional Responsibilities

- Schedules and coordinates Regional HR meetings;
- Prepares draft minutes of meetings inclusive of action sheets and ensures the timely submission of same;
- Manages Director's diary and schedules and coordinates events and making appropriate plans, schedules meetings, transportation etc;
- Informs Director of upcoming events;
- Types correspondence and other documents;

- Maintains a file register to facilitate easy access and retrieval of information;
- Ensures that outgoing correspondence is properly referenced;
- Ensures that records are efficiently filed in a timely manner;
- Ensures that queries and telephone contacts are acknowledged and assistance given where possible;
- Provides support to HR team meetings to ensure that the necessary resources are provided to facilitate effective decisions;
- Liaises with the logistics coordinator in organising meetings;
- Books venues and makes arrangements for meetings;
- Maintains records of all incoming and outgoing correspondence and files;
- Ensures a constant supply of stationery is available;
- Reviews and sorts daily incoming correspondence, identifies those of an urgent nature requiring the Director's attention and routes others to the appropriate officer(s) for necessary action;
- Screens and directs phone customers to the appropriate officers and provides information where necessary;
- Researches files and documents to gather information so as to respond to callers and visitors;
- Ensures the files dealt with by the Director are sent to the relevant officer or Registry for processing or filing;
- Prepares memoranda/letters for the Director's signature and forward same to members of staff, principals, teachers and school boards and follows up;
- Drafts and types responses for submission to the JTA Regional Technical Committee;
- Prepares Annual work plan and interim evaluations;

Other

- Performs other related duties that may be assigned from time to time.

Performance Standards:

- Director's diary is efficiently organized and maintained;
- Director is updated in a timely manner on the status of upcoming events;
- Meetings are efficiently and effectively organized;
- Arrangements for meeting are thorough, efficient and effective;
- Memoranda and documents are prepared in an efficient and timely manner;

- Incoming correspondence sorted and referred in a timely manner with due regard to the level of
- Efficient and effective files and records management system is implemented and maintained;
- Adequate inventory of supplies is maintained;
- Visitors and callers greeted, screened and responded to in a professional and informed manner;
- Confidentiality of communication, oral and written is maintained;

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

Internal Contacts

Contact (Title)	Purpose of Communication
Members of Staff	To provide and receive information on behalf of the Director
Finance and Accounts Division	To provide and receive information on behalf of Director
Procurement Section	To provide and receive information on behalf of Director
	To provide and receive information on behalf of Director

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

Contact (Title)	Purpose of Communication
Callers/Visitors	Receive information and answer queries
Board chairman, principals and Teachers	To provide and receive information on behalf of Director

Required Competencies:

Core

- Excellent interpersonal, written and verbal communications skills
- Excellent planning, analytical and organizational skills
- Ability to maintain confidentiality in matters of a sensitive nature
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines.
- Ability to work independently without close supervision
- Ability to demonstrate a high level of professionalism and confidentiality
- Ability to multi-task

Technical

- Knowledge of Staff Orders, Public Service Regulations and the Ministry's personnel policies and procedures
- Knowledge of the organization and maintenance of filing systems
- Knowledge of office practices and procedures
- Ability to create presentations, charts, graphs, databases, and spreadsheets.
- Proficiency in the use of various computer applications (Microsoft Word, Excel, Access, PowerPoint)

Minimum Required Education and Experience

- First Degree in Business Administration/Administrative Management or equivalent Qualifications
- Three (3) years' working experience in an administrative/Secretarial position

Authority To:

- exercise discretion in the screening of calls and visitors
- respond to queries and offer advice and direction in the absence of the Director
- order stationery and office supplies
- access confidential information

Specific Conditions associated with the job

- Normal working conditions
- Likely to experience frequent interruptions
- Maybe required to work beyond normal working hours
- Sitting for extended period

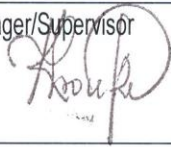
Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor



Date

21/4/2024

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised