



**Jamaica Tertiary Education Commission
JOB DESCRIPTION**

JOB TITLE:	Administrative Assistant
JOB GRADE:	Level 5
DIVISION SECTION:	
REPORTS TO:	
SUPERVISES DIRECTLY:	Not Applicable

Job Purpose

Under the general direction and supervision of the Director, Policy, Planning and Research the incumbent is responsible for providing efficient and effective administrative support services to ensure the efficient and effective functioning of the Division, while demonstrating professionalism and timeliness in the performance of responsibilities.

Key Outputs:

- Workplan of the Division established and managed
- Individual PMAS Workplan prepared and submitted
- Meetings and documents managed
- Appointments schedule arranged, managed and maintained
- Administrative and secretarial support provided
- Reports, correspondence and documents prepared
- Office managed
- Minutes of meetings prepared and distributed
- Filing system maintained
- Adequate stock of office supplies maintained
- Calls, mail and visitors handled

Key Areas of Responsibility

1. Provides administrative support to ensure that the operations of the Commission (specific to the assigned Unit) are maintained in an effective, up to date and accurate manner;
2. Undertakes secretarial duties by typing correspondence, reports and other documents; maintaining an efficient filing system; preparing monthly and other periodic reports; drafting responses to correspondence as directed; preparing letters, memoranda, agendas, etc.

3. Provides support to meetings by taking minutes at meetings; ensuring that the agenda and other required documents are photocopied, collated and distributed to attendees within good time.
4. Developing and maintaining a filing system that facilitates easy access and retrieval
5. Ensure that all office services and facilities such as furniture/equipment, stationery, telephone service, repairing and servicing of all these are adequately supplied and effectively maintained at all times.
6. Maintains an adequate stock of office supplies and stationery.
7. Follows up on decisions of meetings to ensure that feedback is provided in a timely manner.
8. Receives and interacts with incoming visitors by greeting them, in person or on the telephone; answering or directing inquiries.
9. Works collaboratively with the Executive Assistant to ensure that the office of the Commissioner operates efficiently.
- 10 Performs other related functions assigned from time to time by the Director.

Performance Standards:

1. A high level of professionalism, integrity, diplomacy and initiative is consistently demonstrated
2. Prompt efficient and effective delivery of support services provided
3. Stipulated deadlines and quality standards are consistently met
4. Documents are accurately prepared within specified timeframe
5. Preparations for meetings, functions and other events are adequate and made in a timely manner
6. Harmonious relations are maintained with internal and external customers
7. Confidentiality of information obtained on the job is preserved
8. Timeliness in response to correspondence, queries and email messages
9. Desired results are achieved through effective dialogue and courteous interaction

Required Competencies:

1. Knowledge of the Policies, Rules and Regulations of the MoEYI.
2. Knowledge of office management and administrative procedures and practices.
3. Ability to compose correspondence and reports.
4. Good oral and written communication skills.
5. Excellent interpersonal skills and emotional maturity and ability to interface effectively with persons in the education sector at all levels.
6. Ability to maintain confidentiality and integrity in all matters.
7. Ability to interface effectively with persons at all levels in the education sector.
8. Ability to determine between competing priorities, schedule and structure tasks in order to meet deadlines.
9. Good time management skills.
10. Ability to work under pressure.



11. Proficiency in MS Office software applications including Outlook, Word, Excel, PowerPoint and database management.

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

Within Jamaica Tertiary Education Commission

Contact (Title)	Purpose of Communication
Staff and Members of the Commission	To provide and/or obtain information and for coordinating activities as required

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

Contact (Title)	Purpose of Communication
Office of the Permanent Secretary - MoEYI	To provide and/or obtain information
Divisional Heads of the MoEYI	To provide and/or obtain information
Representatives of Tertiary Institutions	For information and consultation
Educational Agencies	To obtain and/or provide information
International Development Partners	To provide and/or obtain information
Representatives of the Private Sector	To provide and/or obtain information
Other Stakeholders	To provide and/or obtain information

Minimum Required Education and Experience

- Bachelor's Degree in, the Social Sciences/Humanities/Education/Business Administration/Public Administration/Public Sector Management or related area.
- OR Training in Office Practice and Procedures
- Three (3) years' of proven experience in Office Administration.

Specific Conditions associated with the job

- Required to work beyond normal working hours at times, in order to meet deadlines.
- Required to travel to some external meetings/special events in order to record proceedings and or assist in technical presentations

Validation of Job Description

This document is validated as an accurate and true description of the job described herein

_____	_____
Head of Department/Division	Date
_____	_____
Manager/Supervisor	Date
_____	_____
Employee	Date