

MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE

JOB DESCRIPTION AND SPECIFICATION

POST NUMBER	:	8924
JOB TITLE	:	Secretary
JOB GRADE	:	OPS/SS 2
DEPARTMENT	:	Human Resource Management & Development Branch
REPORTS TO	:	Director, Human Resource Management
ACCOUNTABLE TO	:	Same as above
MANAGES	:	N/A

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB SIGNIFIED BELOW.

Employee's Name

Employee's Signature

Date

Supervisor

Date

Head of Division/Section/Unit

Date

**Date Received in
Organizational Development Unit**

Date created/revised

JOB PURPOSE

Under the supervision of the Director, Human Resource Management, the incumbent is responsible for providing efficient secretarial support to the Human Resource Management & Development Branch

KEY OUTPUTS

- Documents produced
- Incoming/outgoing correspondence processed
- Messages received and forwarded
- Files maintained
- Telephone calls handled

MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Types letters, memoranda, pension particulars ,period of service records, staff lists, performance evaluation reports, vacation leave computations, personal data and various types of forms as required
- Receives telephone calls and conveys messages.
- Photocopies documents as required.
- Records incoming and out-going correspondence/files
- Dispatches incoming and out-going mail.
- Faxes correspondence to other Ministries and departments.
- Types minutes of meetings.
- Check diary for meetings from time to time.
- Deputize for other secretaries in their absence.

HUMAN RESOURCE RESPONSIBILITIES

OTHER RESPONSIBILITIES

- Performs related duties assigned from time to time.

PERFORMANCE STANDARDS

- Documents are prepared within agreed timeframes and required standards
- Up-to-date and accurate record of correspondence maintained
- Confidentiality and integrity exercised
- Performance standards maintained

REQUIRED COMPETENCIES

- Good word processing skills
- Sound knowledge of computer applications
- Sound knowledge of office systems and procedures
- Excellent communication and interpersonal skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- CXC or GCE O' Level English Language (or equivalent) proficiency in typewriting at a speed of 40-45 words per minute.
- Shorthand at a speed of 80-100 words per minute.
- Successful completion to the prescribed Office Professional Training Course at the Management Institute for National Development (MIND)

OR

- CXC or GCE O' Level English Language (or equivalent) proficiency in typewriting at a speed of 40-45 words per minute.
- Shorthand at a speed of 80-100 words per minute.
- Training in word processing and spreadsheet applications.
- Graduate from an accredited Secretarial School
- Three (3) years experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Nil

AUTHORITY

- Nil