

## **Job Description**

<b>Job Title:</b>	Senior Secretary
<b>Post Number:</b>	1937
<b>Job Grade/Level:</b>	OPS/SS 3
<b>Department:</b>	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
<b>Reports to:</b>	Director Strategic Planning, Performance Monitoring and Evaluation
<b>Direct Reports:</b>	N/A

---

### **1. STRATEGIC OBJECTIVE**

The Accountant General provides leadership and guidance to strengthen all areas of operations and in particular: formulation of fiscal policy; budget execution; management of financial resources and cash planning; fiscal accounting and reporting, and the management of receipts and payments through the Treasury Single Account (TSA).

The Accountant General plays a key role in developing, monitoring and evaluating overall corporate strategy in keeping with the strategic direction of the Ministry of Finance and the Public Service.

### **1. JOB PURPOSE**

The Senior Secretary is responsible for providing secretarial and clerical support to the Director Strategic Planning, Performance Monitoring and Evaluation. The incumbent conducts basic research, prepares reports, handles information requests, receives visitors, arranges calls, and schedules meetings.

#### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To prepare reports, and fulfill information requests.
- To carry out secretarial and clerical functions including correspondence, scheduling of meetings and appointments.

### **2. KEY OUTPUTS:**

- Reports, correspondence, spread sheets and illustrations prepared.

- Appointments scheduled and maintained.
- Meetings and events scheduled and organized.
- Correspondence typed/composed.
- Travel schedules/reservations arranged.
- Minutes prepared.
- Calls, mail and visitors handled.
- Records maintained.

### **3. KEY RESPONSIBILITIES:**

#### *Technical*

- Reads and analyses incoming memos, submissions and reports in order to determine their significance and plan their distribution as per directives.
- Opens, sorts, and distributes incoming correspondence, including facsimile and email.
- Answers the telephone, screens callers, and takes and relays messages.
- Receives, greets and directs visitors to the Division.
- Dispatches outgoing mail.
- Responds to requests, inquiries and complaints from staff, other divisions, organizations and the general public; refers persons to the relevant authorities, and follows through on the resolution of issues.
- Prepares reports, memos, letters, correspondence and other documents, using word processing, spread sheet, database, and/or presentation software.
- Files and retrieves documents, reports, and other records.
- Maintains and monitors the schedule of meetings/events for the division.
- Prepares agendas and makes arrangements for committee, and other meetings attended by the senior Divisional staff, as required.
- Assists in the organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants.
- Makes travel and accommodation arrangements for Director as required.
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required.
- Prepares special and recurring departmental reports by gathering, compiling and typing data from various sources.
- Coordinates the flow of paperwork, including periodic and special reports between the Accountant General's office and the various divisions.
- Attends meetings in order to record minutes.
- Compiles, transcribes and distributes minutes of meetings.
- Deputizes for Executive Secretaries in their absence.
- Provides administrative support to AGD's committee meetings.

#### Any Other Duty

- Any other related duty that may be assigned from time to time.

#### **4. KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- Correspondence and reports are prepared/typed/written in a timely manner and a high level of accuracy is maintained.
- Confidentiality, dependability and tact are displayed in the conduct of job functions.
- Courtesy and professionalism are displayed in the conduct of duties in accordance with the Customer Service Charter.
- Stipulated deadlines are consistently met.
- Files are accurate and up-to-date.
- Incoming/outgoing mail is prepared and dispatched in a timely manner.

#### **5. REQUIREMENTS FOR THIS JOB:**

##### **a. Qualification and Training**

Essential:

- Certificate in Administrative Management Level 2 , OR equivalent

Desirable:

- Associates Degree in Administrative Management/ Business Administration or equivalent
- Certified Professional Secretary Designate

##### **b. Essential Experience and Knowledge:**

- At least four(4) years secretarial experience

Desirable:

- Typing 50 – 60 wpm; Shorthand at 120wpm
- Ability to use all typical office machines
- Proficiency with Microsoft Office Suite

## KEY COMPETENCIES:

### Core Competencies

- Oral and Written Communication Skills
- Problem Solving and Analytical Skills
- Customer Focus
- Results Focus
- Integrity

### Technical Competencies

- Planning and Organizing Skills
- Records Management
- Business Writing
- Knowledge of Legislation, Policies and Procedures

## 6. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

### Physical Demands

Pressured working conditions with numerous critical deadlines

**Work Environment:** Normal office conditions

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

---

Name of Employee

---

Signature of Employee

---

Date

---

Name of Supervisor

---

Signature of Supervisor

---

Date