

Accountant General's Department



Come Work With Us

Job Description & Specification

The
Nation's
Treasury



Treasury.gov.jm



facebook.com/accountantgeneralsdep
artment



twitter.com/accountantgeneral

2022



Improving non-stop

EXECUTIVE
SECRETARY –
Corporate
Services Division

Public Building West, King Street, Kingston, Jamaica

Job Description

Job Title:	Executive Secretary 1
Post Number:	68855
Job Grade/Level:	OPS/SS 4
Department:	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
Reports to:	Senior Director – Corporate Services
Direct Reports:	N/A

1. STRATEGIC OBJECTIVE

The Corporate Services Division is responsible for providing essential services to the other divisions to support the successful execution of the core Treasury functions of the Department. This Division has responsibility for human resource policies and procedures, and advice to guide management and staff; to facilitate organizational development including the review and re-design of business processes; for capacity building including the hiring of staff and the facilitation of staff training and development for best fit, competence and high performance; to ensure effective employee and industrial relations; to ensure a comfortable work place and facilities, and occupational health and safety; to facilitate the establishment of an accountability framework for the Department to include organizational risk analysis, strategic planning, and performance management; to provide customers and stakeholders with high quality information and service; and manage the finances of the Department, including management of procurement.

2. JOB PURPOSE

Reporting to the Senior Director, Corporate Services, the Executive Secretary is responsible for providing high-level administrative support to the Senior Director and the Division, by conducting research, preparing reports, handling information requests, and preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

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

- To conduct research, prepare reports, and fulfill information requests.

- To perform administrative functions including scheduling of meetings and appointments.
- To coordinate the maintenance of stationery supplies and office equipment.
- To coordinate reports from the reporting units.

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 and action sheets prepared;
- Calls, mail and visitors handled;
- Records maintained;
- Office equipment and supplies managed and maintained.

3. KEY RESPONSIBILITIES:

Technical

- Reads and analyses incoming memoranda, submissions and reports in order to determine their significance and plan their distribution.
- 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.
- Prepares responses to correspondence containing routine inquiries.
- Arranges for the dispatch of outgoing mail.
- Orders and manages office supplies for the office of the Senior Director, and the Division, and maintains all associated records.
- Responds to requests, inquiries and complaints from staff, other departments, organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues.
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database, and/or presentation software.
- Maintains records management systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, reports and other records.
- Liaises with the Executive Secretary to the Accountant General, and manages and maintains the Senior Director's schedule.
- Prepares agendas and makes arrangements for committee, and other meetings attended by the Senior Director.

- Assists in the organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants.
- Makes travel and accommodation arrangements for the Senior Director.
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required.
- Prepares special and recurring divisional reports by gathering, compiling and typing data from various sources.
- Coordinates the flow of paperwork, including periodic and special reports between the Senior Director's office, the AG's Office, and the various divisions.
- Attends meetings in order to record minutes.
- Transcribes, compiles and distributes minutes of meetings.
- Assists with the preparation of the Division's annual budget and Strategic Plan.
- Sets up and oversees administrative policies and procedures for the office of the Senior Director and the Division.
- Assists in the smooth and efficient operation of the Division through the management of daily administrative operations.
- Reviews administrative operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure.
- Establishes and implements systems for reporting of work done against stated and agreed work plans.
- Establishes and maintains internal control processes.
- Deputizes for the Executive Secretary for the Accountant General in her absence.
- Provides administrative support to AGD's committee meetings.

Any Other Duties

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

4. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Correspondences 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. JOB SPECIFICATION:

a. Qualification and Training

Essential:

- Diploma in Administrative Management (MIND)

Desirable:

- Associate Degree in a Social Science, OR equivalent
- Certified Professional Secretary Designate

b. Essential Experience and Knowledge:

- At least three (3) years working experience in an administrative position OR at least five (5) years secretarial experience

Desirable:

- Typing 50 – 65 wpm; Shorthand at 100 - 120wpm
- Knowledge of Corporate Services operations in the public sector

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