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Job Description & Specification

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2026

Administrative
Assistant (2)

ACCOUNTANT GENERAL'S
DEPARTMENT



Improving non-stop

JOB DESCRIPTION & SPECIFICATION

Job Title: Administrative Assistant (2)

Post Number: 62826

Job Grade/Level: GMG/AM 2

Department: The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

Reports to: Director, Human Resource Management

Direct Reports: N/A

This Job Description has been approved by the Accountant General and 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. It is validated as an accurate and true description of the job as signified below:

Accountant General

Date

Date received in Human Resource Unit

Date created/revised

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, procedures, and advice to guide management and staff; and to facilitate organizational development which includes the review and re-design of business processes. It is also responsible for capacity building including the hiring of staff and the facilitation of staff training and development for best fit, competence and high performance. The Division is also responsible for effective employee and industrial relations, a comfortable work place and facilities, and occupational health and safety. It facilitates the establishment of an accountability framework for the Department to include organizational risk analysis, strategic planning, and performance management; and provides customers and stakeholders with high quality information and service. The Division manages the finances of the Department, which includes procurement management.

This Division operates on the authority of the Financial Administration and Audit Act, the Public Service Regulations 1961, the Public Sector Staff Orders 2004, the Official Secrets Act, the Access to Information Act, the Corruption Prevention Act, and various other enactments.

2. JOB PURPOSE:

Under the supervision of the Director Human Resource Management, the Administrative Assistant is responsible for providing administrative and secretarial support in accordance with established standards and procedures.

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

3. KEY OUTPUTS

- Correspondence prepared
- Unit's Attendance Register updated.
- Correspondence filed and maintained
- Files minuted.
- Reports prepared.

4. KEY RESPONSIBILITIES

Technical

- Prepares correspondence as required.
- Minutes and updates employees physical files

- Assists with the preparation of interview packages
- Prepares required reports within agreed timelines.
- Updates Unit's Attendance Register.
- Provides information (within scope of responsibility) to staff.
- Photocopies documents.
- Takes and transcribe Minutes when required.
- Answers the telephone, screens callers, and takes and relays messages
- Receives, greets and directs visitors to the Unit`
- Prepares responses to correspondence for which authorized
- Drafts letters for Director's signature
- 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, and other documents, using word processing, spread sheet, database, and/or presentation software
- Files and retrieves documents, reports, and other records
- Ensures bookings and overseas preparation of meeting rooms
- Assists with coordinating virtual and face-to –face interviews
- Any other related duties that may be assigned from time to time.

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Correspondence prepared and dispatched according to required standards.
- Electronic database maintained according to required standards.
- Interview packages prepared within agreed timeframe and according to standards.
- Correspondence filed according to standards.
- Files retrieved and disseminated within stipulated timeframe.
- 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
- Meeting rooms booked
- Virtual or face to face interviews scheduled

6. AUTHORITY

- N/A

7. CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Human Resource Manager/ Director Human Resource Management and Development	Provides and receives information, guidance and advice. Submits required reports.
HRM&D Staff	Provides and receives information.

External

<i>Contact</i>	<i>Purpose</i>
Human Resource Managers in the MDAs	Provides and receives information within ambit of responsibility.
Candidates for Interviews	Provides and obtains information.

8. REQUIREMENTS FOR THIS JOB:

JOB SPECIFICATION:

a. Qualification and Training

Essential:

- Certificate in Administrative Management Level 1(MIND); OR
- Diploma/Certificate in Human Resource Management , Public Administration, Management Studies
- CSEC/GCE English Language

Desirable:

- Evidence of continuing professional development in Administration;
- Training in Customer Service.
- Typing 40 – 45 wpm Shorthand at 80 – 100 wpm

b. Essential Experience and Knowledge:

- Experience in customer service;
- At least 1 year of related experience;
- Knowledge of records management;
- Knowledge of Microsoft Office Suite;
- Knowledge of basic office procedures.

Desirable:

- Public sector experience;
- Knowledge of public treasury operations.

c. Competencies

The following competencies are required for the effective performance of this job:

Core Competencies

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

Technical Competencies

- Planning and Organizing
- Records Management
- Business Writing
- Basic knowledge of required Legislations, Policies and Procedures

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands – Eye strain from concentration on computer

Dust from files

May be required to do some amount of lifting, bending, stooping and walking

Work Environment - Normal office conditions, but may be exposed to some amount of dust

Travel – N/A

Data Protection

Officers are required to comply with the Data Protection Act and the AGD's Data Protection Policies.

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