JOB SPECIFICATION AND DESCRIPTION

JOB TITLE: **ADMINISTRATIVE ASSISTANT**

JOB CODE: T0010

DATE REVISED: 2011-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

REPORTS TO: PRINCIPAL ASSISTANT SECRETARY (G)

RECEIVES FUNCTIONAL DIRECTIONS FROM:

SUPERVISION GIVEN TO:
   DIRECTLY:
   INDIRECTLY:

LIAISES WITH:
   INTERNALLY:
   EXTERNALLY:

PURPOSE: To coordinate and supervise the administrative support sections at the PSM.

KEY OUTPUTS:

The efficient and effective functioning of the physical plant and infrastructure at PSM locations

A clean and tidy physical surrounding conductive to a healthy working enviroment for staff members at PSM locations.

The efficient and effective operation of the canteens at PSM locations

The efficient and effective dispatch and retrieval of official correspondence and documents of Public Service Management

DUTIES AND RESPONSIBILITIES:

Coordinates and directly supervises the work of an Imprest Clerk, Registry Section (Waterloo Street), Eastates Section. Transport Unit and Canteens at PSM locations.

Assists the P.A.S (General) in the implementation of his officials duties.

Carries out specific assignments given from time to time by the Permanent Secretary - PSM.

Ensures that the two(2) locations of PSM are kept clean and tidy.

Makes operational and administrative decisions with respect to the physical plant, infrastructure and essentials services at PSM

Refers major policy matters to P.A.S (General) for decisions

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

A Diploma in Public, Business or Municipal Administration or in Management Studies from a recognised University PLUS a minimum of at least three (3) years Public Service experience in a Junior administrative capacity.

OR

A Certificate in Public, Business or Municipal Administration or in Management Studies from a recognised institution PLUS a minimum of at least four (4) years Public Service experience in a Junior administrative capacity

OR

Four (4) subjects including English Language at the GCE "0" Level or CXC (General - Grade Ito III, or Basic - Grade I)

PLUS

A minimum of six (6) years Public Service experience in a Junior administrative capacity.

OR

Any of the following:

(i)   Certificate in Secretarial Science   -   Government Technical Institute/New Amsterdam Technical Institute
(ii)   Diploma in Secretarial Science   -   Government Technical Institute/New Amsterdam Technical Institute
(iii)   Certificate in Attainment in Secretarial Science   - Government Technical Institute/New Amsterdam Technical Institute
(iv)   Ordinary Certificate in Commerce   - Government Technical Institute/New Amsterdam Technical Institute
(v)   Ordinary Diploma in Commerce   - Government Technical Institute/New Amsterdam Technical Institute.
(vi)   Certificate in Industrial and Social Studies (C.L.C.).

PLUS

A minimum of six (6) years Public Service experience in a Junior administrative capacity.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

The incumbent must be able to make operational decisions - such as planning schedules for mail dispatches and purchase of items for the administrative functions of the Department eg. soap, diesel etc with limited funds available.

The problem of the job would be operational and routine eg. unavailability of items and funds to purchase those items.

An inconveniences to staff and the general operation of the Department would result from incumbent's failure to perform well.

RESOURCE MANAGEMENT:

The Registry Supervisor (Waterloo Street) Canteen Manger; Personnel Officer I; Imprest Clerk; Machine Operator; Cleaners and Driver are directlty supervised by the Administrative Assistant.
The incumbent's areas of responsibility cover fourteen (14) staff.

COMMUNICATIONS: The incumbent must be able to communicate effectively in written and oral expression at all levels.

WORKING CONDITIONS: Normal Office Environment.

THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:

INCUMBENT:
             SIGNATURE   - - - - - - - - - - - - - - - - NAME - DATE

SUPERVISOR:
             SIGNATURE _   NAME   _   DATE

CERTIFIED CORRECT:
             SIGNATURE   - NAME - DATE

APPROVED:
             SIGNATURE   - NAME   DATE

COUNTERSIGNED:
             SIGNATURE _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _   NAME   _ _ _ _ _ _ _ _   _ _ _ _ _   DATE