

JOB TITLE: ADMINISTRATIVE ASSISTANT

JOB ID: T0010

Old JOB Number: 0

REPORTS TO:

Date revised: 1900-01-01

MINISTRY/DEPARTMENT: OFFICE OF THE PRESIDENT

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 conducive to a healthy working environment 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

RANGE OF ACTIVITIES:

- Coordinates and directly supervises the work of an Imprest Clerk, Registry Section (Waterloo Street) , Eastates Section, Transport Unit and Canteens at PSM locations
- Oversees the work of the Internal Personnel Unit
- Assists the PAs (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 PAS (General) for decisions

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A certificate / diploma in public , Business or Municipal Administration or in management Studies or Social Work plus a minimum of at least three (3) years Public Service experience in a Junior administrative capacity or considerable Public service experience

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 Manager; Personnel Officer 1; Imprest Clerk; Machine Operator; Cleaners and Driver are directly supervised by 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

PREPARED BY: SENIOR PERSONNEL OFFICER

CHECKED BY: PRINCIPAL PERSONNEL OFFICER

