



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Administrator
Job Grade	GMG/AM4
Post Number	71170 and 71171
Unit	Justice Policy Analysis & Development
Division	Justice Policy and Governance
Reports To:	Senior Director Justice Policy Analysis & Development
Direct Reports	
Indirect Reports	

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

A. JOB PURPOSE STATEMENT (reason for job existing)

To provide administrative support to the Senior Director Justice Policy Analysis & Development in order to ensure that the operations of the Branch are effective and efficient in relation to communications and work assignments between the Senior Director and his/her direct reports, the Permanent Secretary, the Ministry's Agencies, other government entities, regional and international bodies and the general public.

B. KEY OUTPUTS

- Meetings, conferences, workshops and seminars coordinated;
- Meetings of the Senior Director Justice Policy Analysis & Development are organized;
- Documents produced;
- Telephone communication adequately managed and requests handled;
- Filing system operational
- Relevant information readily retrieved and disseminated;
- Administrative policies and procedures implemented;
- Secretarial duties performed.

C. KEY RESPONSIBILITY AREAS

- Liaises with Senior Heads of Sections and personnel outside of the Directorate to facilitate administrative support;
- Establishes, supervises and maintains an appropriate filing system for the recording and easy retrieval of information ;
- Oversees the logs of all mails/files that come directly to the Senior Director Justice Policy Analysis & Development ;
- Oversees and maintains the "third copy" files for correspondence sent out by the Senior Director Justice Policy Analysis & Development ;
- Types reports, correspondences, memos, forms, agendas etc. proof reads documents for accuracy, completeness, and conformity with established formats;
- Coordinates activities for a variety of meetings; attends meetings and prepares minutes;
- Ensures that all documents and papers prepared and leaving the Director's office are adequately prepared for dispatch;
- Assists in the budget preparation process for the Division;
- Screens visitors and phone calls intended for the Senior Director Justice Policy Analysis & Development and refer them to the appropriate personnel in the event of his/her absence or unavailability;
- Follow up on the directives given and requests made by the Senior Director Justice Policy Analysis & Development

- Compiles, stores and retrieves management data;
- Researches and provides information to the Senior Director Justice Policy Analysis & Development in the preparation of reports;
- Monitors the financial performance of the Branch, and provide regular updates to the Senior Director Justice Policy Analysis & Development ;
- Oversees the attendance register for the Branch;
- Deals with urgent correspondences, faxes and emails;
- Maintains electronic folders containing calendar and contacts;
- Assists in the preparation of Corporate and Operational Plans for the Directorate;
- Maintains the Senior Director Justice Policy Analysis & Development diary regarding appointments, meetings, conferences, visits etc. on a day to day basis. Confirms, cancels and reschedules appointments on the Senior Director Justice Policy Analysis & Development behalf;
- Prepares all necessary correspondence for dispatch;
- Compose letters and memos based on general instruction;
- Arranges meetings, workshops, conferences involving local and international stakeholders;
- Makes arrangements for local and overseas travel for Senior Director Justice Policy Analysis & Development ;
- Takes dictation and reproduces confidential and other correspondence;
- Ensures that telephone bills are reconciled and payments made in respect of personal calls;
- Attends administrative meetings on the instructions of the Senior Director Justice Policy Analysis & Development ;
- Arranges for the printing, photocopying, binding and dispatch of documents produced;
- Designs and maintains an effective general filing system;
- Manages the re-order levels of stationery and office supplies for the Division;
- Prepares resource materials and packages for participants of seminars, workshops and retreats spearheaded by the Senior Director Justice Policy Analysis & Development;
- Provides oversight to the Executive Secretary.
- Performs any other duties as assigned

D. PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Files are maintained and updated in an accurate and timely manner;
- Queries appropriately directed;
- Conflicts prevented in the Senior Director Justice Policy Analysis & Development schedule;
- Accurate documents and correspondence prepared for dispatch;
- Pertinent and comprehensive information provided within the prescribed time frame;
- Minutes and action agendas provided within the specified deadline;
- Confidentiality, integrity and professionalism displayed in the execution of duties and personal conduct at all times;

- Good coordination and effective working relations with other Divisions, Portfolio Entities and other stakeholders that interact with the Senior Director Justice Policy Analysis & Development;
- Attendance and punctuality are consistently good;

E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Analytical Thinking	
Integrity		Planning and Organising	
Team Work & Cooperation		Time Management	
Initiative			
Compliance			
Customer and Quality Focus			
Interpersonal			
Adaptability			

III. Other Competencies	level
Ability to compose and edit written material	
Ability to record minutes and transcribe meeting notes	
Ability to work under pressure and meet deadlines	
Tact and decorum when dealing with people	
Ability to maintain calendars and schedule appointments	

Sound knowledge of Office Practices and procedures	
Consistently approaches work with energy and a positive constructive attitude	
Good Records Management skills	

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

(a) Specific knowledge (however acquired) required to start:

- Excellent typing skills

(b) Qualifications and Experience

- First degree in Administrative Management
or
- Certificate/ Diploma in Secretarial Studies, Administrative Management, Management Studies or equivalent
- Diploma in Secretarial Studies from a recognized institution
- Four (4) CXC subjects at the General proficiency level including English Language
- Three (3) years related working experience
- Knowledge of the relevant Acts as administered by the Unit

(c) Continuous Professional Development

- Evidence of continual professional development measures taken appropriate to management and leadership

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal working condition
- Long hours in the use of computers, copy and fax machines and other office equipment

H. AUTHORITY

- Access confidential information
- Screen calls and visitors
- Monitor stationery levels and request reordering

- To receive and provide information on behalf of the Senior Director Justice Policy Analysis & Development
- Manages a staff compliment of one (1) person
- Scheduling and prioritizing appointments and engagements for the Senior Director Justice Policy Analysis & Development
- Contributes to replies to certain correspondence