



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b> Administrative Assistant
<b>JOB GRADE:</b> GMG/AM 3
<b>POST NUMBER:</b> 74063
<b>DIVISION/BRANCH/UNIT:</b> Executive Office/Enterprise Risk Management
<b>REPORTS TO:</b> Director, Enterprise Risk Management
<b>MANAGES:</b> N/A

This document 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.

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

### Strategic Objectives of the Division (in which the position is located):

To identify and assess a comprehensive range of risks that could negatively impact the achievement of the Ministry's goals and objectives, ensuring appropriate ownership and accountability of risks and developing and implementing appropriate risk mitigation and monitoring plans by risk owners.

### Job Purpose

To provide efficient and effective administrative support services to the Director, Enterprise Risk Management in a manner which allow for the efficient operations of the Branch functions and support the execution of practices and procedures which are consistent with the government regulations/guidelines.

### Key Outputs:

- Meetings executed
- Reports/Minutes produced
- Monitoring system for the ERM's assets, goods and materials maintained
- Telephone communication managed
- Administrative and secretarial duties performed

### Key Responsibility Areas:

- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Organizes meetings for the Director and staff as necessitated;
- Maintains the Director's diary electronically by recording appointments, meetings visit etc. on a day-to-day basis and confirms, cancels and reschedules appointment on the Director's behalf;
- Attends meetings as required, make notes and produce minutes for dissemination and follow-up action;
- Manually and electronically logs receipt and dispatch of correspondence;
- Handles routine correspondence on behalf of the Director by retrieving and sending correspondence from intranet and internet;
- Receives and disseminates information on behalf of the Director's office;
- Creates and maintains audit reports database with weaknesses, recommendations, management response and the implementation status of recommendations;
- Updates and maintains database with reports and documentation;
- Follow-up with Agencies/Departments to ensure the submission of documents to aid the work of the Director's office;
- Liaises with internal and external stakeholders;
- Drafts letters and memoranda for the Director's signature;
- Conducts research and prepares draft responses to correspondence for vetting by the Director;
- Keeps abreast of the progress of activities within the MOJ, providing background information, as well as preparing briefs for the Director for participation in meetings;
- Prepares and disseminates internal advisories from the Director's office to internal stakeholders;
- Follow-up with entities/divisions regarding submission of management responses to communique;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Issues meeting reminders for Enterprise Risk Management Committee;
- Co-ordinates procurement activities on behalf of the ERM for goods and supplies and ensure the adequacy of the Branch stationery and supplies;
- Assists with the preparation of the annual budget of the Branch;
- Reproduces confidential and other urgent correspondence and deal with urgent mail and emails as

directed;

- Acts as Recording Secretary to select Committees;
- Performs other related functions assigned from time to time by the Director.

**Performance Standards:**

- Office systems, policies and procedures developed, implemented and maintained that ensures the efficient and effective operation of the organization;
- Request for information coordinated and disseminated in keeping with agreed standards and timeframes;
- Research conducted and findings summarized are evidence-based and in keeping with agreed standards and timeframes;
- Calendars, schedules, itineraries are efficiently coordinated and maintained, and the Director’s and team updated and briefed in a timely manner;
- Filing system maintained and secured according to GOJ guidelines and practices;
- Incoming and outgoing correspondence recorded and dispatched in accordance to established standards and timeframes;
- Meetings attended, notes taken and minutes produced in accordance with the agreed standards and timeframes;
- Director updated in a timely manner on the status of issues, assignments and matters requiring attention;
- Customer service principles maintained in keeping with the organization’s customer service charter;
- Reports, correspondence, agendas, and other documents prepared and circulated in an efficient and timely manner;
- Reports are prepared in prescribed format, are accurate and are prepared and submitted in a timely manner;
- Tact, sensitivity, diplomacy, discretion, professionalism and good judgment is exercised in the screening of calls and visitors and giving out of information;
- Confidentiality of information and communication, oral and written, is maintained at all times;
- Individual Work plan developed in accordance with the Corporate and Operational Plans.

**Internal and External Contacts (specify purpose of significant contacts):**

**Internal Contacts**

Contact (Title)	Purpose of Communication
Director, Enterprise Risk Management	<ul style="list-style-type: none"> <li>• Receive guidance and provide regular updates.</li> </ul>
Senior Executives Divisional/Department/Agency	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships on related matters;</li> <li>• Exchange of information.</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> </ul>

**External Contacts**

Contact (Title)	Purpose of Communication
N/A	<ul style="list-style-type: none"> <li>•</li> </ul>

**Required Competencies:**

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	2	Accountability	1
Compliance	1	Attention to Detail	1
Customer and Quality Focus	1	Goal/Results Oriented	1

Initiative	1	Methodical	1
Integrity	2	Planning and Organising	1
Interpersonal	2	Problem Solving and Decision-making	1
Oral Communication	2	Resilience	1
Team Work & Cooperation	1	Stress Tolerance	1
Time Management	1	Technical Skills	2
Written Communication	2	Use and Application of Technology	1

<b>I. Other Competencies</b>
Knowledge of the Public Service Regulations, Staff Orders, Financial and Administration and Audit Act and other regulations and procedures governing the Public Sector
Knowledge of budget cash flow preparation
Ability to compose correspondence and reports
Good dictation and transcribing skills
Meticulous, quality conscious and thorough in the approach to organizational activities

### **Minimum Required Education and Experience**

#### **(a) Qualifications and Experience**

- Associate Degree in Office Administration, Administrative Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in an Office Management environment.

#### **Authority:**

- Draft documents;
- Makes recommendations to improve the efficiency of the Director's office

#### **Specific Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Will be regarded to travel to meetings to support the Director, as applicable.