



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE

Job Title	Administrator
Job Grade	GMG/AM
Post Number	
Unit	Justice Centre
Division	
Reports To:	Justice Centre Manager
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 Justice Centre

B. KEY OUTPUTS

- Records Maintained
- Documents Produced
- Reports Generated
- Filing System Maintained
- Mail recorded and distributed
- Appointments/meetings scheduled

C. KEY RESPONSIBILITY AREAS

- Serves as a liaison officer for the Centre to acquire relevant information
- Takes and transcribes notes and produces documents
- Schedules and coordinates meetings the Centre
- Establishes and maintains a records management system for the Centre
- Records incoming and outgoing mail and distributes accordingly
- Drafts response to routine correspondence for relevant signature
- Performs any other duties as assigned

D. PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Documents are accurately produced within agreed timeframe to required standard
- Filing system is maintained according to established Records Management standards
- Mail processed and distributed within the agreed timeframe
- Appointment diaries are accurately updated as requested
- Confidentiality and integrity are exercised

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	

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

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work beyond normal office hours

H. AUTHORITY

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