



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Executive Assistant
JOB GRADE: GMG/SEG 1
POST NUMBER: 13360
DIVISION: Executive Management
REPORTS TO: Permanent Secretary
MANAGES:

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):

Job Purpose

To support the operation of the Office of the Permanent Secretary by providing efficient and effective administrative services to the Permanent Secretary to ensure that the practices and procedures used are consistent with Government Regulations/Guidelines.

Key Outputs:

- Reports prepared
- Minutes taken and reproduced
- Drafts of Letters prepared
- Research conducted
- Documents reproduced
- Cabinet Submission database maintained

Key Responsibility Areas:

- Participates in the preparation of Cabinet Submissions
- Follows up on correspondences sent internal/external to ensure action
- Proof reads documents for accuracy, completeness and conformity to established formats
- Takes and transcribes notes of meetings and reproduce minutes
- Drafts correspondences as directed by the Permanent Secretary.
- Reproduces, in the correct format, a variety of documents as instructed by the Permanent Secretary
- Liaises with departments and agencies on matters relevant to the Ministry, as directed
- Liaises between the Permanent Secretary and members of staff and transmits instructions to staff
- Receives dictation
- Follow up on the directives given and requests made by the Permanent Secretary
- Research and provides information to facilitate the preparation of critical reports
- Reproduces confidential and other urgent correspondence and deals with urgent mail, faxes and emails as directed
- Maintains database for tracking Cabinet Submissions and Decisions
- Assist in preparation of the annual budget for the Office
- Assist in monitoring the supply and distribution of unit's office stationery
- Assist in procurement activities on behalf of the OPS for goods and supplies and ensures the adequacy of the Office's stationery and supplies.
- Assist in coordinating and scheduling meetings for Permanent Secretary's attendance
- Performs other related functions assigned from time to time by the Permanent Secretary

Performance Standards:

- Response to correspondence are received in the agreed time frame
- Minutes prepared are accurate, formatted and submitted within established time frame
- Stationery supplies are adequate and within budget
- Information disseminated
- Pertinent and comprehensive information provided within the prescribed time frame and form
- Action agenda prepared and presented within specified time frame
- Confidentiality, integrity and professionalism displayed in the execution of the duties and personal conduct at all times
- Co-ordination and effective working relations with other divisions, portfolio entities and other stakeholders that interact with the Permanent Secretary.

Internal and External Contacts (specify purpose of significant contacts:

Contacts within the Organisation

Contact (Title)	Purpose of Communication
Permanent Secretary	<ul style="list-style-type: none">• Provide advice and contribute to decision making;• Identify emerging issues/risks and their implications, and propose solutions;• Receive guidance and provide regular updates on key Corporate Service issues and priorities.
Chief Technical Director	<ul style="list-style-type: none">• To liaise on and coordinate technical matters (such as IDP-funded projects, Cabinet Submissions and Ministry Papers)
Director, Legal Services Unit	<ul style="list-style-type: none">• To liaise on legal matters affecting the Ministry
Senior Executives Divisional/Department/Agency	<ul style="list-style-type: none">• Develop and maintain effective working relationships on related matters;• Exchange of information.
Staff within Executive Management	<ul style="list-style-type: none">• Provide and receive information
General Staff	<ul style="list-style-type: none">• Develop and maintain effective relationships;• Provide expert advice and exchange information.

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Planning Institute of Jamaica	<ul style="list-style-type: none">• To provide updates as part of the consultation process and elicit advice on donor projects
Attorney General's Chambers	<ul style="list-style-type: none">• To elicit advice/feedback on legal matters affecting the Ministry
Ministry of Finance and the Public Service	<ul style="list-style-type: none">• To elicit advice/feedback on financial matters affecting the Ministry
Office of the Cabinet	<ul style="list-style-type: none">• To seek clarification and respond to queries on the Ministry's
MOJ Departments and Agencies	<ul style="list-style-type: none">• Develop and maintain effective relationships;• Liaise on key functional or issues affecting areas.
Committees relating to functional area	<ul style="list-style-type: none">• Exchange information on related matters
Public Procurement Commission	<ul style="list-style-type: none">• To request updates on the Ministry's submitted procurement matters
Other external Ministries, Departments and Agencies	<ul style="list-style-type: none">• To ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed
International Development Partners (IDPs)	<ul style="list-style-type: none">• To liaise, coordinate with and provide updates on IDP-funded projects

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Excellent knowledge of relevant computer software applications	
Written Communication		Excellent knowledge of research methodology	
Integrity		Excellent organizing and co-ordination skills	
Team Work & Cooperation			
Initiative			
Compliance			
Interpersonal			
Adaptability			
Customer and Quality Focus			
Time Management			

(iii). Key Competencies	level
Ability to manage workloads to prioritise amongst conflicting demands	
Ability to work under pressure and meet deadlines	
Ability to record minutes and transcribe meeting notes	
Excellent knowledge of the ministry's policies and procedures	
Ability to compose and edit written material	
Tact and decorum when dealing with people	

Minimum Required Education and Experience

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

- Experience in researching, analyzing and preparing various documents such as briefing notes or business cases, to senior management on complex issues.

(b) Qualifications and Experience

- Bachelors Degree in Sociology or Social Science with strong research component
- Three (3) years work experience

(c) Continuous Professional Development

- Evidence of continual professional development measures taken

Authority:

- To order stationery and office supplies
- To receive and provide information on behalf of the Permanent Secretary
- Re-route calls and correspondence
- Check documents for accuracy

Specific Conditions associated with the job

- Long work hours and working on public holidays when necessary
- 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.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.