



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b> Executive Secretary1
<b>JOB GRADE:</b> OPS/SS 4
<b>POST NUMBER:</b> 56671
<b>DIVISION:</b> Executive Management
<b>REPORTS TO:</b>
<b>MANAGES:</b>

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

### Job Purpose

To support the operation of the Office of the Minister of Justice by providing efficient and effective secretarial and administrative support services to the Honourable Minister.

### Key Outputs:

- Reports prepared
- Minutes taken and reproduced
- Appointments scheduled
- Drafts Letters prepared
- Meetings arranged
- Travel arrangements made
- Confidential registry maintained

### Key Responsibility Areas:

- Provides secretarial and administrative support
- Receives dictation
- Re-routes correspondences to relevant officers/departments
- Assists with scheduling appointments, conferences and brief the Minister on matters before confirming the Meetings
- Takes and transcribes notes of meetings and reproduces minutes
- Drafts correspondences as directed by the Minister
- Assists in making travel arrangements for the Minister
- Liaises with internal/external customers (local & overseas) in order to give/receive information as directed by the Minister;
- Establishes and maintains a system for the control and safe keeping of classified, confidential documents and reports;
- Maintains an up-to-date records management system of documents including correspondence, agreements, cabinet submissions, legal and official matters;
- Reproduces confidential and other urgent correspondence and deals with urgent mails as directed
- Reproduces, in the correct format, a variety of documents as instructed by the Minister
- Monitors incoming calls/clients, route and direct accordingly
- Liaises with departments and agencies on matters relevant to the Ministry as directed
- Proof reads documents for accuracy, completeness and conformity to established formats
- Follow-up on the directives given and requests made by the Minister
- Logs of all mails/files that comes to the Minister's Office
- Assists in procurement activities on behalf of the Minister's Office for stationery and office supplies
- Researches and provide information to facilitate critical reports.
- Performs other related functions assigned from time to time by the Minister and Permanent Secretary

### Performance Standards:

- Accurate documents are provided within agreed timeframe
- Meetings are executed as guided by updated schedules
- Minutes prepared are accurate, formatted and submitted within established time frame
- Information disseminated within agreed time frame
- Pertinent and comprehensive information provided within the prescribed time frame and form
- Confidentiality, integrity and professionalism displayed in the execution of the duties and personal conduct at all times.

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

**Within the Division**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Minister of Justice Permanent Secretary	<ul style="list-style-type: none"> <li>• Provide advice and contribute to decision making;</li> <li>• Identify emerging issues/risks and their implications, and propose solutions;</li> <li>• Receive guidance and provide regular updates on key Finance and Accounting issues and priorities.</li> </ul>
Senior Executives Division/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> <li>• Provide expert advice and exchange information.</li> </ul>

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
MDA's	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Liaise on key functional or issues affecting areas.</li> </ul>
Houses of Parliament	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Liaise on key functional or issues affecting areas.</li> </ul>
Non-Governmental Organisations	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Liaise on key functional or issues affecting areas.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>

**Required Competencies:**

<b>I. Core Competencies</b>	<b>Level</b>	<b>II. Technical/Functional Competencies</b>	<b>level</b>
Oral Communication		Excellent knowledge of relevant computer software applications	
Written Communication		Good analytical skills	
Integrity		Excellent organizing and co-ordination skills	
Team Work & Cooperation		Goal/results oriented	
Initiative		Technical Skills	
Compliance		Planning and Organising	
Interpersonal		Research and Evaluation	
Adaptability			
Customer and Quality Focus			
Time Management			

<b>(iii). Key Competencies</b>	<b>level</b>
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	
Knowledge of office management and administrative procedures and practices	
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**

- Certified Professional Secretary Course (CPS)
- Diploma in Administrative Management (MIND)
- Typing speed of at least 50-55 words per minute
- Shorthand at one hundred and twenty (120) words per minute
- 5 years secretarial experience

**(c) Continuous Professional Development**

- Evidence of continual professional development measures taken

**Authority:**

N/A

**Specific Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- Long work hours and working on public holidays when necessary
- 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.