

Strategic Objectives of the Division/Branch:

The Corporate Management Division provides a portfolio of organization support functions to enable efficient operations of the Agency in executing its mandate and the achievement of its objectives. The Division comprises the following Branches:

Finance & Accounts Branch: is responsible for managing the financial affairs of the Agency establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices and GoJs standards and requirements.

Public Education and Corporate Communication Branch is responsible for providing public education and consultation support services to the divisions and branches as well as to coordinate the Agency's public relations programmes.

Information Technology Branch: is responsible for the ongoing operations and technical support of the agency's technology infrastructure to support operational management and delivery of its services.

Facilities Management and Operations Branch: provides management of property, equipment, transport, security services, provides management of office services, ancillary and inventory of assets; provides records management services.

Public Procurement Branch: provides procurement management and administers procurement of goods and services.

Job Purpose:

The Senior Secretary is responsible for providing secretarial and administrative support to the Branch.

Key Outputs:

- Updated Incoming & Outgoing correspondence Log
- Final Minutes, Action Sheet and Agenda
- Updated Filing system
- Letters, memos, and monthly reports prepared
- Updated Leave Application Record
- Monthly Absence and Punctuality Reports prepared
- Stationery Requisitioned
- Purchase order requisition prepared
- Purchase order request (outstanding) report prepared
- Invoices processed for payments
- Scheduled routine and special appointments

Key Responsibility Areas:

A. *Secretarial/Administrative Responsibilities*

1. Manages the drafting, preparation and dispatching of correspondence, reports and other documents within the Branch.
2. Organizes meeting and functions hosted by the Branch.

3. Manages the Incoming and Outgoing calls within the Branch and receives and host visitors
4. Prepares Monthly Attendance and Punctuality Reports
5. Manages the stationery of the Branch by monitoring of the stock levels and preparation of monthly requisition
6. Ensure the establishment and maintenance of an effective filing and recordkeeping system that allows for security and speedy retrieval of documents/information
7. Maintains the Branch Attendance Record

D. Other Responsibilities

The incumbent may, from time to time be assigned duties not specifically outlined within the job description but are, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

Greet internal and external customers

Maintaining office records

Performance Standards:

- Documents and correspondence are accurately and neatly typed in accordance with Agency standards.
- Confidentiality and integrity are exercised in the execution of duties.
- Stipulated deadlines are consistently met.
- Appointment and schedules are accurately and efficiently maintained.
- Harmonious relations are maintained with staff members and external contacts.
- Files are easily retrieved and safely stored.
- Mails are processed in an effective and timely manner
- Agency policies and procedures are adhered to.

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
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Directors, Managers and other staff	To receive and respond to requests To provide information and assistance in keeping with Procedural processes
Ministries, Departments & Agencies	To seek and to provide information and assistance in a timely manner

(ii) External Contact (required for the achievement of the branch's objectives)

Contact (Title)	Purpose of Contact
Service Providers	To seek and to provide information and assistance in a timely manner
Suppliers	To seek and to provide information and assistance in a timely manner

Working Conditions

- Typical office environment
- No hazardous conditions

Required Competencies

- Excellent communication and Interpersonal Skills
- Excellent time management and organizing skills.
- Ability to work on own initiative and under pressure.
- Competence in the use of word processing, spreadsheet and other office computer applications.
- Excellent shorthand/note taking skills
- Excellent knowledge of office practice and procedures.

Minimum Required Education and Experience

- CPS or Diploma in Secretarial/Administrative Studies from a recognized institution or Certificate in Administrative Management Level 2
- Four (4) GCE O'Level/CXC subjects at General Proficiency including Mathematics or a numerate subject, and English Language
- Two years related work experience.