

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:

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 property and equipment, transport, security, office services, ancillary and inventory management and maintenance services.

Public Procurement Branch: provides procurement management services and administers procurements.

Job Purpose:

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

Key Outputs:

- Updated Incoming & Outgoing Log Books
- Final Minutes, Action Sheet and Agenda
- Updated Monthly Absence & Punctuality Reports
- Stationery Requisition Form
- Updated General files

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. Assist with the recruitment process by contacting the shortlisted candidates, preparing of packages, administering the assessment process, drafting selection scores, and responding to unsuccessful candidates.
4. Manages the Incoming and Outgoing calls within the Branch and receives and host visitors
5. Prepares Monthly Attendance and Punctuality Reports

6. Manages the stationery of the Branch by monitoring of the stock levels and preparation of monthly requisition
7. Manages the electronic database by updating on a daily basis
8. Ensure the establishment and maintenance of an effective filing and recordkeeping system that allows for security and speedy retrieval of documents/information
9. Maintains the Branch Attendance Register

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

TBD

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 diaries 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 (specify purpose of significant contacts):

(i) Internal

Contact (Title)	Purpose of contact
All staff	<ul style="list-style-type: none"> • To provide information and assistance in keeping with HR Policies and Procedures
Ministries, Departments & Agencies	<ul style="list-style-type: none"> • To seek and to provide information

	and assistance in a timely manner
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(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
Private Sector Entities	To seek and to provide information and assistance in a timely manner
Non-Governmental Organisations (NGOs)	To seek and to provide information and assistance in a timely manner
Educational Institutions	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

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