



## NATIONAL ENVIRONMENT AND PLANNING AGENCY

### JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Administrative Assistant
<b>JOB GRADE:</b>	<b>Level 5</b>
<b>POST NUMBER:</b>	<b>Temporary/Contract/Project</b>
<b>DIVISION:</b>	Environmental Management & Conservation
<b>BRANCH:</b>	Jamaica Coastal Area & River Basin Mgt. Programme for High-Risk Industrial Facilities
<b>REPORTS TO:</b>	Team Leader – Jamaica Coastal Area & River Basin Mgt. Programme for High-Risk Industrial Facilities
<b>MANAGES:</b>	N/A

This document is used as a management tool and specifically to 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/Branch:**

The Environmental Management & Conservation Division is one of the four Divisions charged with executing the Agency's core functions. Its main purpose is to develop and guide the implementation of policies and programmes for the management of the natural environment and their resources. The primary functions of the Division are to:

- Design and implement policies plans and programmes for the protection, mitigation rehabilitation and or recovery species and ecosystems
- Monitor the ecological status of watersheds, wetlands, coastal and marine resources.
- Manage Protected Areas declared under the NRCA Act, Beach Control Act and Wild Life Protection Act.
- Conduct specific environmental quality assessments such as water and air quality both routinely and for specified sensitive areas.
- Promote Environmental stewardship within the public and private sectors and communities.
- Conduct relevant environmental assessments of environmentally damaging chemicals and hazardous wastes.

### **Job Purpose:**

Under the general direction of the Team Leader – (Jamaica Coastal Area & River Basin Mgt. Programme for High-Risk Industrial Facilities), the Administrative Assistant provides high level technical and administrative support services that enhance the Senior Manager's Office and the operations of the specialized project in general. The Administrative Assistant analyses technical reports and provides briefings for urgent attention of Senior Manager, as well as, undertaking routine research and special assignments to support the workstream.

### **Key Outputs:**

- Correspondence processed and appropriately routed
- Records Management systems managed
- Requests for information researched/provided
- Incoming issues researched/prioritized/processed/referred/followed-up
- Team Leader briefed/updated on issues/concerns/appointments/commitments
- Itineraries/meetings coordinated/arranged Special projects undertaken
- High profile submissions forwarded/tracked
- High profile decisions received and actioned
- Corporate, operational and work plans Budget/cash flow prepared
- Reports, technical, papers and publications prepared
- Administrative systems established/maintained

### **Key Responsibility Areas:**

#### **A. *Administrative Responsibilities***

- Develops Individual Work Plans based on alignment to the overall plan for the Division;

- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

**B. *Technical/Professional Responsibilities***

- Processes all correspondences addressed to the workstream; and routes correspondence and documents as appropriate to allow for the efficient operations;
- Researches, prioritizes, and follows up on incoming issues and concerns escalated to the Senior Manager, including those of a complex, sensitive or confidential nature and refer or follow up on response as appropriate;
- Conducts on-line and off-line research at the request of the Senior Manager;
- Ensures a confidential files and records management systems, electronic and hard copy, is established and maintained in accordance with established policies and generally accepted professional standards;
- Takes minutes/notes; composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Reviews, collates and edits reports for submission to the Director, Chief Executive Officer and other key stakeholders as directed;
- Produces and distributes action minutes of meetings/consultations; follows up on actions to be taken;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, consultations, conferences, interviews as appropriate/directed;
- Prepares Monthly Attendance and Punctuality Reports;
- Maintains the Branch Attendance Register;
- Prepares requisition forms for the procurement of goods and service;
- In collaboration with the Team Leader drafts corporate/operational plan, budgetary provisions for the administration of the workstream;
- Coordinates the preparation and timely advancement of high-profile/technical submissions; track the processing of these submissions;
- Ensures management decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Team Leader with Executive management, HR Directors, staff, external clients /customers stakeholders and others, on matters related to the workstream;
- Functions as a liaison for smooth communication between the Team Leader and internal divisions/branches in a manner that serves to maintain credibility, trust and support with senior management and staff;
- Works closely with the Team Leader to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Ensures the ongoing maintenance of office equipment and of an adequate inventory of office supplies;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the division's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

**C. *Human Resources Responsibilities***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

**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**

- Debriefs reports and papers;
- Draft documents;
- Makes recommendations to improve the administrative efficiency of the office.

**Performance Standards:**

- Correspondence processed and appropriately routed in accordance with agreed standards and timeframes;
- Records Management systems managed in accordance with established standards and timeframes;
- Calendars, schedules, itineraries are efficiently coordinated and maintained and the Team Leader updated and briefed in a timely manner;
- Reports, correspondence, agendas, and other documents prepared and circulated in an efficient and timely manner;
- Meetings and events are efficiently and effectively coordinated and managed to ensure the achievement of meeting/events objectives;
- Communication between the Senior Manager's office, internal divisions/Branches and external stakeholders is conducted in a manner that serves to maintain the credibility, trust and support of senior management and staff;
- Team Leader updated in a timely manner on the status of issues, assignments and matters requiring attention;
- Reports are prepared in prescribed format, are accurate and are prepared and submitted in a timely manner;
- Technical submissions advanced in a timely manner and in accordance to established standards;
- Management decisions actioned in a timely manner;
- Research conducted is thorough and findings and conclusions sound;
- Tact, sensitivity, diplomacy, discretion, professionalism and good judgment is exercised in the screening of calls and visitors and giving out of information;
- Confidentiality of information and communication, oral and written, is maintained at all times;
- Priorities are determined and tasks scheduled to meet deadlines;

- Administrative systems are established and maintained that ensures the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail.

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

**(i) Internal**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Senior Manager	<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 workstream issues and priorities.</li> </ul>
Senior Executives Divisional/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>

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
MDAs	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Liaise on key functional or issues affecting areas</li> </ul>
Professional Affiliations	<ul style="list-style-type: none"> <li>• Exchange information.</li> </ul>
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> <li>• Monitors financial transactions and interventions;</li> <li>• Exchange of information.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>

**Working Conditions**

- 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. Maybe required to travel to meetings to support the Senior Manager, as applicable.

### **Required Competencies**

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Excellent keyboarding dexterity
- Solid notetaking and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the section
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports

### **Minimum Required Education and Experience**

- Associate Degree in Office Administration, Administrative Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in an Office Management environment.

**OR**

- CPS, CPA or Diploma in Secretarial Studies from a recognized institution  
OR Certificate in Administrative Management Level 2
- Two (2) years related work experience.

**OR**

- NVQJ Level 3 in Administrative Management;
- Two (2) years related work experience.