

## JOB SPECIFICATION AND DESCRIPTION

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**JOB CODE:** T0010

**DATE REVISED:** 2011-10-22

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

**REPORTS TO:** PRINCIPAL ASSISTANT SECRETARY (G)

**RECEIVES FUNCTIONAL DIRECTIONS FROM:**

**SUPERVISION GIVEN TO:**

**DIRECTLY:**

**INDIRECTLY:**

**LIAISES WITH:**

**INTERNALLY:**

**EXTERNALLY:**

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**PURPOSE:** To coordinate and supervise the administrative support sections at the PSM.

**KEY OUTPUTS:**

- The efficient and effective functioning of the physical plant and infrastructure at PSM locations
- A clean and tidy physical surrounding conducive to a healthy working environment for staff members at PSM locations.
- The efficient and effective operation of the canteens at PSM locations
- The efficient and effective dispatch and retrieval of official correspondence and documents of Public Service Management

**DUTIES AND RESPONSIBILITIES:**

- Coordinates and directly supervises the work of an Imprest Clerk, Registry Section (Waterloo Street), Eastates Section, Transport Unit and Canteens at PSM locations.
- Assists the P.A.S (General) in the implementation of his official duties.
- Carries out specific assignments given from time to time by the Permanent Secretary - PSM.
- Ensures that the two(2) locations of PSM are kept clean and tidy.
- Makes operational and administrative decisions with respect to the physical plant, infrastructure and essential services at PSM
- Refers major policy matters to P.A.S (General) for decisions

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A Diploma in Public, Business or Municipal Administration or in Management Studies from a recognised University PLUS a minimum of at least three (3) years Public Service experience in a Junior administrative capacity.

OR

- A Certificate in Public, Business or Municipal Administration or in Management Studies from a recognised institution PLUS a minimum of at least four (4) years Public Service experience in a Junior administrative capacity.

OR

- Four (4) subjects including English Language at the GCE "O" Level or CXC (General - Grade I to III, or Basic - Grade I).

PLUS

A minimum of six (6) years Public Service experience in a Junior administrative capacity.

OR

Any of the following:

- (i) Certificate in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
- (ii) Diploma in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
- (iii) Certificate in Attainment in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
- (iv) Ordinary Certificate in Commerce - Government Technical Institute/New Amsterdam Technical Institute
- (v) Ordinary Diploma in Commerce - Government Technical Institute/New Amsterdam Technical Institute.
- (vi) Certificate in Industrial and Social Studies (C.L.C.).

PLUS

A minimum of six (6) years Public Service experience in a Junior administrative capacity.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The incumbent must be able to make operational decisions - such as planning schedules for mail dispatches and purchase of items for the administrative functions of the Department eg. soap, diesel etc with limited funds available.
- The problem of the job would be operational and routine eg. unavailability of items and funds to purchase those items.
- An inconveniences to staff and the general operation of the Department would result from incumbent's failure to perform well.

**RESOURCE MANAGEMENT:**

- The Registry Supervisor (Waterloo Street) Canteen Manger; Personnel Officer I; Imprest Clerk; Machine Operator; Cleaners and Driver are directly supervised by the Administrative Assistant.  
The incumbent's areas of responsibility cover fourteen (14) staff.

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**COMMUNICATIONS:** The incumbent must be able to communicate effectively in written and oral expression at all levels.

**WORKING CONDITIONS:** Normal Office Environment.

**THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:**

**INCUMBENT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFIED CORRECT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**COUNTERSIGNED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_