

**AUDITOR GENERAL'S DEPARTMENT**  
**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Executive Secretary 1

**JOB GRADE:** AUGD/AGS 4

**POST NO:**

**DEPARTMENT/UNIT:** Human Resource & Administration

**REPORTS TO:** Senior Director, Human Resource Management  
And Administration

**MANAGES:** N/A

---

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE  
DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

---

**Employee**

---

**Date**

---

**Head of Department/Division**

---

**Date**

---

**Received in Human Resource Division**

---

**Date Created/Revised**

**JOB SUMMARY:**

This position provides quality and efficient administrative and secretarial support to the Office of the Senior Director Human Resource Management & Administration to ensure that an environment of professionalism is maintained at all times and confidentiality is exercised in the execution of duties.

**GUIDING PRINCIPLES**

Confidentiality	Integrity	Fairness	Accountability	Transparency
-----------------	-----------	----------	----------------	--------------

**CENTRAL LEGISLATIVE FRAMEWORK**

The Jamaican (Constitution) Order in Council (Act), 1962	The Financial Administration & Audit Act, 2011	Staff Orders for the Public Service, 2004
	The Financial Administration & Audit (Amendment) Act, 2016	The Integrity Commission Act, 2017

**KEY OUTPUTS AND DELIVERABLES**

OUTPUTS	DELIVERABLES
Administrative duties delivered	<ul style="list-style-type: none"><li>• Internal and external stakeholders engaged</li><li>• Office streamlined</li><li>• Visitors received and processed</li><li>• Stakeholders engaged</li><li>• Follow up on action-issues</li></ul>
Secretarial support provided	<ul style="list-style-type: none"><li>• Draft Letters and Reports produced</li><li>• Minutes of Meetings produced</li><li>• Appointments managed</li><li>• Meetings scheduled</li><li>• Confidential files maintained</li><li>• Calls &amp; emails received messages relayed</li></ul>

## **KEY RESPONSIBILITY AREAS**

### **A. Administrative Responsibilities**

1. Engages with internal and external stakeholders to communicate information from the Senior Director, Human Resource Management & Administration, as directed.
2. Effects logistical arrangements for meetings to include technology, equipment and refreshments, as directed
3. Receives visitors to the Office of the Senior Director, Human Resource Management & Administration.
4. Liaises with Heads of Departments on action-issues requiring their attention.
5. Streamlines the Office – filing system, placement of equipment, etc. for greater efficiencies in operations.
6. Monitors the scheduled maintenance of HR equipment.

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

1. Receives and processes sensitive and confidential mail and other documents.
2. Initiates and prepares draft Reports and Letters for the review of the Senior Director Human Resources & Administration
3. Attends meetings, records Minutes of meetings, prepare Minutes and circulates them to meeting attendees.
4. Screens telephone calls and directs calls to appropriate officer as may be necessary.
5. Maintains a schedule of appointments, reschedule appointments when necessary and informs the relevant persons.
6. Maintains a database of letters issued and ensures that copies are routed to the HR Registry for filing.
7. Maintains and manages confidential files and documents, as directed.
8. Provides support to the execution of HR programmes, as needed.
9. Maintains an efficient filing system.

### **Other Responsibilities**

- Any other related duty that may be assigned.

## **PERFORMANCE STANDARDS**

- Callers and visitors are handled professionally.
- Reports are prepared accurately within specified timeframe.
- Minutes of meetings are recorded and reproduced accurately.
- Messages are recorded and relayed accurately.
- Letters and other correspondence are prepared on a timely basis.
- Confidential records maintained.
- HR Programmes supported.

### **REQUIRED COMPETENCIES**

Planning & Organizing	Oral, Verbal & Written Communication	Stakeholder Engagement	Report Writing
Accuracy	Initiative & Reliability	Office Procedures & Use of Technology	Interpersonal skills & Quality Customer Care

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Diploma in Administration, Management or related studies from a recognized institution.
- Certified Professional Secretaries Certificate.
- Successful completion of prescribed GoJ Secretaries Courses at MIND.
- At least three (3) years progressive secretarial experience working under the direction of a Senior Manager.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical Office environment
- Typical working hours
- Performing duties while under pressure
- Performing multiple tasks at the same time

### **AUTHORITY**

- To engage internal and external stakeholders on matters being managed by the Senior Director, Human Resource Management & Administration