

**DEPARTMENT OF CORRECTIONAL SERVICES**

**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Administrative Assistant

**GRADE:** GMG/AM 3

**DIVISION:** Corporate Service and Human Resource Management/Human Resource Management and Development

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**REPORTS TO:** Senior Director, Human Resource Management and Development

**Direct Reports:**

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This document is validated as an accurate and true description of the job as assigned.

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Employee

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Date

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Head of Department/Division

.....  
Date

Date Received in Human Resource Department.....

## **JOB PURPOSE:**

Under the general direction of the Director, the incumbent is responsible for organizing and administering a range of activities related to the Director. Ensuring that contacts are maintained with heads of those units under the direct responsibility of the Director, as well as other persons and groups critical to the successful implementation of programmes and activities.

## **KEY OUTPUTS:**

- Director's meetings satisfactorily scheduled and coordinated.
- Telephone communication adequately managed.
- Files maintained.
- Information readily retrieved and disseminated.
- Administrative policies and procedures implemented.
- Reports prepared.

## **KEY RESPONSIBILITY AREAS:**

### **Technical/Professional Responsibilities:**

- Ensures that all correspondences of a general or routine nature are received by the Director in a timely manner.
- Handles directly some aspects of the Director's correspondence and other documents by preparing drafts for vetting after research.
- Solves some problems by interfacing with other Senior Staff as well as the public.
- Monitors the progress of activities within the Department, providing background information as well as preparing the Director for participation in meetings.
- Arranges meetings for the Director.
- Prepares pre-conference papers for the Director and attending meeting with her as the need arises.
- Keeps the Director abreast of relevant information on media coverage/public opinion as they relates to areas of responsibility.

- Develops and maintains a filing system to facilitate easy access and retrieval.
- Attends meetings in respect to the Division/Section operations and prepare notes and monthly reports on the Legislation Programme for submission to the Director for follow-up action.
- Aids in the preparation of the Directorate's Annual Budget using Microsoft Excel and other related software.
- Assists in the preparation of Corporate and Operational Plan for the Directorate.
- Works in conjunction with staff in the Directorate and prepare projections and reports.
- Liaises with other Government agencies in coordinating with the Department.
- Draft letters and memos for the Commissioner and the Directors signatures.
- Draft responses to citizens and other customer complaints in respects to the services and operations of the Institutions.
- Coordinates and organizes external, internal meetings, workshops, forum, ensuring that all appropriate material and information is prepared.
- Handling of routine correspondence on behalf of the director by retrieving and sending correspondence from intranet and internet.
- Checking routinely the Director's email account.
- Liaises with other officers to ensure coordination of administrative matters.
- Prepares evaluation reports.
- Maintains the Director's diary (both electronically and written) recording appointments, meetings visits etc. on a day-to-day basis. Confirm, cancels and reschedules appointment on the Director's behalf.
- Responsible for the organizing of monthly staff meetings for the Directorate.
- Maintain attendance register for the Directorate.
- Liaises with office manager and monitors the delivery of support services.
- Ensures that all appropriate materials are available.

- Performs sundry administrative and human resources functions as is necessary.

**Other Responsibilities:**

- Performs any other related duties delegated by the Director.

**PERFORMANCE STANDARDS:**

- Reports prepared observing established format.
- Key deliverables are produced within agreed guidelines.
- Letters, memorandum, plans, and reports are prepared in accordance with established format and are submitted within the required timeframe.
- Filing systems are developed and established in accordance with established timeframe.
- Information is provided within established timeframe.
- Office is supplied with equipment and other supplies in accordance with established procedures/guidelines.

**REQUIRED COMPETENCIES:**

- Sound command of the English language.
- Ability to communicate effectively, both orally and in writing.
- Records maintenance skills.
- Ability to record and transcribe meeting minutes.
- Ability to maintain calendars and schedule appointments.
- Ability to create, compose and edit written materials.
- Organizing and coordinating skills.
- Proficiency in MS Office software.
- Team player with the ability to work on own initiative.
- Ability to work under pressure and meet deadlines.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- First Degree in Administrative Management **or**
  - Certificate/Diploma in Secretarial Studies **or**
  - Administrative Management Level 2 from a recognized institution.
- And**
- Executive Secretaries Course – **MIND**.
  - Four (4) years or more secretarial/administrative experience in related field.