



## DEPARTMENT OF CORRECTIONAL SERVICES

### JOB SPECIFICATION & DESCRIPTION

**JOB TITLE:** Administrative Secretary

**JOB/GRADE:** OPS/ADS 1

**POST NO:** 21502

**DIVISION:** Finance & Accounts

**BRANCH:**

#### REPORTING RELATIONSHIPS:

**REPORTS TO:** Senior Director, Finance and Accounts

#### SUPERVISION GIVEN TO:

(a) **DIRECTLY:** N/A

(b) **INDIRECTLY:** N/A

#### 1. **JOB PURPOSE** (one line reason for job existing)

To provide comprehensive administrative support to the Senior Director, Finance and Accounts by facilitating effective communication and managing work assignments between the Senior Director and internal/external stakeholders. This includes ensuring the timely flow of information, coordinating responses, and prioritizing tasks to ensure smooth collaboration and efficient execution of assignments.

## **2. KEY OUTPUTS** (results, deliverables)

- Local meetings, conferences, workshops, seminars, and training for the Finance and Accounts Unit coordinated.
- Meetings for the Senior Director, Finance and Accounts, Commissioner, Deputy Commissioners, and other Senior Directors organized.
- Reports and minutes produced.
- Monitoring system for the Finance and Accounts Unit's assets, goods, and materials maintained.
- Telephone communication managed.
- Filing system operational.
- Administration policies and procedures implemented.
- Secretarial duties performed.

## **3. PERFORMANCE INDICATORS** (how success will be measured)

- Files are maintained and updated accurately and in a timely manner.
- Queries are appropriately directed.
- Accurate documents and correspondence are prepared for distribution.
- Pertinent and comprehensive information is provided within the prescribed format and time frame.
- Minutes are prepared accurately and dispatched within the agreed time frame.
- Action agenda is prepared and presented within the specified time frame.
- Inventory system accurately records the stationery and supplies of the Unit.
- Confidentiality, integrity, and professionalism are maintained in the execution of duties and personal conduct at all times.
- Coordination and effective working relations with other divisions, portfolio entities, and stakeholders interacting with the Senior Director, Finance and Accounts.

## **5. JOB DUTIES & RESPONSIBILITIES**

### **TECHNICAL/PROFESSIONAL**

- Provide administrative support to the office of the Senior Director, Finance & Accounts and serve as a central point of liaison with other Units, external organizations, groups, and individuals.
- Liaise with senior heads of sections and external personnel to facilitate administrative support.
- Establish and maintain an efficient filing system for easy retrieval of information.

- Monitor logs of all mail/files directed to the Senior Director.
- Maintain a database to track Ministry requests/submissions and other external discussions or items.
- Monitor and maintain the “third copy” files for correspondence sent out by the Senior Director.
- Type reports, correspondence, memos, forms, agendas, directions, and tables.
- Proofread documents for accuracy, completeness, and adherence to established formats.
- Coordinate activities for meetings, attend meetings, take notes, and prepare minutes.
- Screen visitors and phone calls for the Senior Director and follow up on directives and requests.
- To coordinate and provide administrative services for the internal functioning of the Finance and Accounts Unit.
- Maintain an inventory system for goods and supplies in the Unit.
- Initiate procurement activities for goods, services, and supplies, ensuring adequate stationery and supplies for the Unit.
- Assist in compiling records for the Management Council.
- Assist with the preparation of the annual budget and weekly cash flow of the Unit's expenditure.
- Prepare monthly attendance reports for the Senior Director.
- Prepare requisition forms for internal expenditure and submit travel and reimbursable claims to the Commissioner for approval.
- Assist with the preparation of the Unit Plan for Finance and Accounts.
- Reproduce confidential and urgent correspondence and handle urgent mail, faxes, and emails as directed.
- Attend administrative meetings on the instructions of the Senior Director.
- To monitor and collate reports produced by the Unit.
- To provide secretarial support for the Senior Director.

#### **OTHER RESPONSIBILITIES:**

- Any other assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

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| <b>6. AUTHORITY</b> (decisions you have the power to make or recommend) |
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- To order stationery and supplies.
- To receive and provide information on behalf of the Senior Director Accounts and Finance.
- To request financial information pertaining to Units budget and expenditure.

## 7. RESOURCES MANAGED (budget, purchases, other assets)

- Physical resources assigned to undertake duties.

## 8. CONTACTS (Liaises with)

### Internal

| <u>Contact</u>  | <u>Purpose</u>  |
|---|---|
| Senior Director, Finance & Accounts                               | <ul style="list-style-type: none"><li>• Receive/Provide information</li></ul> |
| Executive Office/Superintendents/ All staff within the Department | <ul style="list-style-type: none"><li>• To obtain/share information</li></ul> |

### External

| <u>Contact</u>                       | <u>Purpose</u>  |
|--------------------------------------|---|
| Ministries, Departments and Agencies | <ul style="list-style-type: none"><li>• To obtain receive information</li></ul> |
| General Public                       | <ul style="list-style-type: none"><li>• To obtain receive information</li></ul> |

## 9. MINIMUM REQUIREMENTS TO START

### QUALIFICATIONS & EXPERIENCE

- Associate Degree in Administrative Management;
- OR**
- Certificate/Diploma in Secretarial Studies, Administrative Management, Management Studies or equivalent;
  - At least four (4) years related work experience; three (3) of which should be in administration or secretarial functions.

### SPECIFIC KNOWLEDGE & SKILLS

#### Technical Competences

- Excellent record management skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher, Outlook)
- Fair knowledge of government procurement policy, protocols, and operations
- Ability to speed write, record, and transcribe meeting minutes

- Ability to compose and edit written material
- Ability to maintain calendars and schedule appointments

### **Core Competences**

- Excellent time management skills
- Effective oral and written communication
- Excellent presentation, organizing, and coordination skills
- Ability to manage workloads and prioritize conflicting demands
- Good interpersonal and customer relations skills
- Ability to work under pressure and meet deadlines
- Tact and decorum when dealing with people
- Good research knowledge and principles
- Ability to demonstrate initiative
- High level of confidentiality, tact, and diplomacy
- Ability to handle sensitive matters

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| <b>10. COMPETENCIES</b> (See PMAS Competency Framework) |
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The post holder needs to demonstrate the following competencies:

| <b>Competencies</b>         | <b>Required Level</b> |
|-----------------------------|-----------------------|
| Communication               | 3                     |
| Collaboration               | 3                     |
| Conduct                     | 3                     |
| Client Focus                | 3                     |
| Adaptability                | 3                     |
| Initiative                  | 3                     |
| Resilience/Stress Tolerance | 3                     |
| Quality Orientation         | 3                     |
| Results Orientation         | 3                     |
| Accountability              | 3                     |
| Teamwork                    | 3                     |
| Valuing People              | 3                     |

## 11. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Exposure to high risk environment within Correctional Facilities and their environs.

## 12. VALIDATION

Name of Incumbent: \_\_\_\_\_

Signature of Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**The Head of the Division's agreement as signified below has validated this document:**

Name of Head: \_\_\_\_\_

Job Title of Head: \_\_\_\_\_

Signature of Head: \_\_\_\_\_ Date: \_\_\_\_\_