

MINISTRY OF FINANCE AND PUBLIC SERVICE

JOB SPECIFICATION & DESCRIPTION

POST NUMBER:	78020
JOB TITLE:	TRC/PIMC Recording Secretary
JOB GRADE:	GMG / AM 3
DIVISION:	Public Expenditure Division (PEX)
BRANCH:	Public Investment and Appraisal Branch

SUPERVISION RECEIVED FROM: Principal Director Public Investment and Appraisal

NATURE OF SUPERVISION: Periodic Supervision based on broad procedures
(Weekly or Monthly Reviews)

SUPERVISION GIVEN TO:

(a) DIRECTLY: NIL

(b) INDIRECTLY: NIL

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

Under the direction of the Principal Director Public Investment and Appraisal, the TRC/PIMC Secretary is responsible for providing day-to-day logistical, secretarial and administrative support services in ensuring the efficient and effective functioning of the Office of the Principal Director and the attainment of PIMS Secretariat's operational and strategic objectives, while ensuring sound judgement, tact, diplomacy, professionalism and timelessness in the performance of responsibilities.

2. STRATEGIC OBJECTIVES (statements of intent of what the post seeks to achieve)

- To ensure the recording, storage and security of records of the deliberations and decisions of the Public Investment Management Committee and the Technical Review Committee
- To facilitate the effective functioning of the Office of the Principal Director PIAB through professionalism in the delivery of administrative services

3. KEY OUTPUTS (results, deliverables)

- Meetings/workshops/events/visits/ planned/organised/managed
- Correspondences/documents drafted/prepared/processed/follow-up
- Appointment schedules maintained/updated
- Visitors/phone calls received/screened/Referred/responded to
- Minutes/dictation taken/transcribed/reviewed/circulated

- Data/information researched/collated/analysed/reported on
- Reports compiled/collated/edited
- Logistical support provided to the Office of the Principal Director
- Queries/records management system developed/maintained/updated
- Supplies requisitioned/maintained

4. FINAL OUTPUT (final results corresponding to job purpose)

- Minutes of the meetings of the PIMC and TRC prepared, reviewed, stored, secured
- Office of the Principal Director PIAB is provided with the necessary secretarial and administrative support

5. PERFORMANCE STANDARDS (how success will be measured)

- Reports, minutes, correspondence and other documents accurate and reliable and are prepared, collated, reviewed and submitted in an efficient and timely manner.
- Tact, sensitivity, diplomacy, discretion, professionalism and good judgement is exercised in the screening of all calls and visitors, liaising with stakeholders and giving out of information.

6. JOB DUTIES & RESPONSIBILITIES

TECHNICAL/ PROFESSIONAL RESPONSIBILITIES

- Provides logistical and Administrative support in the day-to-day operations of PIAB/PIMS Secretariat, including the planning, organizing, coordinating and scheduling of meetings, conferences, workshops, field visits and other events
- Undertakes a broad range of secretarial duties in support of the efficient functioning of the Principal Director's Office including:
 1. Processing incoming and outgoing correspondences
 2. Responding to enquires and correspondence within scope of authority or as directed
 3. Editing, drafting and preparing correspondence, reports, memoranda, presentations, and other documents
 4. Taking and transcribing minutes of meetings
- Functions as a liaison for effective communication between the Principal Director's Office and key internal and external stakeholders in a manner that serves to maintain credibility and trust to foster teamwork
- Maintains the Principal Director's appointment schedule and provides updates accordingly
- Receives and screens incoming calls and visitors and alerts the Principal Director and/or provide information, or refer to appropriate staff as necessary

- Prioritizes and follows-up and issues and concerns addressed to the Principal Director and refers and/or responds as deemed appropriate
- Conducts research and collect and collates information in preparing special and routine reports
- Establishes and maintains records management systems, and a library of resources, electronic and manual, that facilitates the efficient and effective functioning of the Principal Director's Office
- Process routine requisitions to pay bills, expense advances, clear expenses and /or order supplies

7. AUTHORITY (decisions you have the power to make or recommend)

- To validate the accuracy of the minutes/reports/recordings of the PIMC and PIMC
- To dispatch approved communication on behalf of the Principal Director-PIAB

8. RESOURCES MANAGED (budget, purchases, other assets)

N/A

9. CONTACTS (Liaises with)

A) INTERNAL (WITHIN DIVISION/DEPARTMENT)

Staff of the Project Appraisal Unit	Co-ordination of engagements/facilitation of oversight of Appraisal functions
Staff of the Technical Support Unit	Co-ordination of engagements/facilitation of oversight of technical support Functions
PEX & MoFPS Staff	Follow up on meetings and information requests

B) EXTERNAL

CONTACT (TITLE)	PURPOSE OF COMMUNICATIONS
PIMC & TRC Members	Completeness and accuracy of TRC and PIMC Records
Senior Officers of MDAs	Co-ordination of meetings/transmittal of correspondence

10. MINIMUM REQUIREMENTS TO START
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QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree in Office Administration, Business/Public Administration, Management Studies or a related discipline;

- Three (3) years related experience, in a fast-paced Executive/Corporate Analysis environment.

SPECIFIC KNOWLEDGE & SKILLS

- Considerable knowledge of the Financial Administration and Audit (FAA) Act, Executive Agencies Act, Regulations and Financial Instructions;
- Sound knowledge of GOJ government policies, procedures, rules and regulations.
- Considerable knowledge of management principles and practices.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports
- Sound appreciation of risks identification and strategies

COMPETENCIES

- **Leadership** – Possess good leadership skills.
- **Planning and Organizing** – Excellent planning and organization skills.
- **Problem Solving & Analysis** - Logical problem solving and analytical skills.
- **Communication** - Possess excellent written and oral communication skills.
- **Initiative & Judgment** - Ability to exercise initiative and sound judgment.
- **Interpersonal Skills** - Possess excellent interpersonal skills.
- **Quality of Output** - Deliver output of a consistently high quality.
- **People Management** – Possess excellent people management skills.
- **Teamwork** - Be a team player.

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

- 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. May be required to travel locally and overseas to attend conferences, seminars and meetings.

12. VALIDATION

This document is validated as an accurate and true description of the job as signified below:

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