



## MINISTRY OF FINANCE AND THE PUBLIC SERVICE

### JOB SPECIFICATION & DESCRIPTION

POST NUMBER:	1056
JOB TITLE:	Senior Administrative Support
JOB GRADE:	GMG SEG 2
DIVISION:	Executive Office
DIVISION/SECTION:	Executive Office

SUPERVISION RECEIVED FROM: Financial Secretary

NATURE OF SUPERVISION: Periodic supervision based on broad procedures  
(Weekly or Monthly Review)

SUPERVISION GIVEN TO:

- (a) DIRECTLY: N/A
- (b) INDIRECTLY: N/A

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

To provide the Financial Secretary and the Ministers with Executive administrative support. This includes the monitoring and coordination of matters directed to the Financial Secretary's and the Ministers Offices. Additionally, the incumbent will manage and supervise the Office to provide a highly competent and efficient service to the FS and the Ministers.

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

1. To coordinate the administrative support to the Financial Secretary and Ministers
2. To serve as the Office's central point of liaison with internal and external authorities.
3. To effectively supervise and manage the Executive Office to ensure the achievement of the above strategic objectives.

#### 3. KEY OUTPUTS (results, deliverables)

1. Documents produced
2. Logistical advice provided
3. Reports prepared
4. Position Papers collated
5. Revelation and timely information provided
6. Relationships with internal and external clients managed
7. Executive offices schedules maintained

8. Database maintained and updated
9. Administrative functions performed

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

- Efficient and effective administrative support services to the Executive Office.

#### **5. PERFORMANCE STANDARDS (how success will be measured)**

1. Documents produced within stipulated timeframes.
2. Advice provided are sound and evidence based
3. Reports prepared in keeping with established standards
4. Position Papers collated in accordance with established standards and are evidence based
5. Information provided are factual and in keeping with agreed time frame
6. Relationship with internal and external clients maintained in accordance with established protocols
7. Confidentiality, integrity and sensitivity are exercised in the execution of duties
8. Executive office schedules strictly maintained
9. Database accurately maintained
10. Level of satisfaction with staff development and administrative functions performed.

#### **6. JOB DUTIES & RESPONSIBILITIES (grouped under strategic objectives in Sec.2)**

- Manages the flow of information of the operations of the Minister's/FS's Office;
- Advises callers with whom to communicate in the regarding specific issues;
- Advises callers of the Minister's/FS's availability and take messages in his absence or unavailability;
- Researches and responds to routine queries arriving at the Minister's/FS's Office and directing other queries to the relevant official;
- Interviews visitors and callers to determine the nature of their enquiry and refers persons to the proper authority;
- Responds to complaints and requests;
- Shares routine information regarding technical, administrative and/or departmental matters;
- Disseminates information to internal and external parties;
- Prepares letters and memoranda from general instructions;
- Responds to routine correspondence;
- Establishes and maintains a system for the control and safe keeping of classified secret and confidential documents and reports;
- Prepares all necessary correspondence for dispatch;
- Logs all mail/ files received and dispatched;
- Oversees the printing, photocopying, binding, dispatch etc of documents produced;
- Designs and maintains an effective general filing system;
- Reviews, proofreads, and edits documents prepared;
- Maintain the diary of the Minister/FS;
- Schedules appointments and briefs the Minister/FS on the matter before confirming meeting;
- Arranges meetings and ensures that recordings of the proceedings are done;

- Records action items/notes at meetings and prepares same for circulation;
- Collates and coordinates the bi-weekly work schedules for Divisional Head's meeting;
- Makes local and international travel arrangements, prepares itineraries and maintains all travel records;
- Manages and maintained Office equipment and supplies;
- Manages the Office's physical resources, such as printers, computers, phones etc and arrange for the prompt repair or replacement of faulty equipment;
- Manages the re:order levels, and secure stationery and other supplies for the Office;
- Performs any other related duties assigned;

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

- To provide information to customers and callers
- To recommend repairs/replacement of machinery and equipment
- To order stationery and supplies.

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

- Stationery and office supplies

#### **9. CONTACTS** (Liaises with)

##### *Internal*

<b>Contact</b>	<b>Purpose</b>
Financial Secretary	Direct reporting
Minister, other Minister without Portfolio	To provide information.
DFS/ Unit heads Division / Staff	To obtain and provide information Scheduling meetings, dealing with enquiries etc.

##### *External*

<b>Contact</b>	<b>Purpose</b>
MDA heads and staff	To obtain and provide information, Dealing with enquiries, redirecting them to staff etc.
Cabinet Office, OSC, general public, media.	To obtain and receive information, provide updates on status reports etc. Dealing with enquiries, redirecting them to staff etc.

#### **10. MINIMUM REQUIREMENTS TO START**

##### **QUALIFICATIONS & EXPERIENCE**

- BSc. in Public Administration/Business Administration.

- Minimum five (5) years related experience.
- Sound experience in administrative functions.
- Experience in dealing with matters of a confidential and sensitive nature.
- Experience in dealing with senior officers in the public and private sectors.

**SPECIFIC KNOWLEDGE & SKILLS**

- Proficient in computer applications;
- Ability to use the office machines, e.g. memory writer, binder, photocopier, computer and fax machine;
- Proficiency with word processing, spreadsheet and other basic software applications and internet communications;
- Knowledge of Corporate services operations in Government
- Knowledge of Government Protocol
- Confidentiality

**COMPETENCIES**

- **Planning and organizing** – Good planning and organizing skills
- **Communication** – Excellent oral and written communication skills
- **Initiative** – Ability to exercise initiative and sound judgment
- **Customer Relations** – Maintain good internal and external customer relations
- **Official Conduct** – Demonstrate proper official conduct and decorum
- **Interpersonal Skills** – Possess and display good interpersonal skills
- **Quality of Output** – Deliver output of a consistently high quality
- **Integrity/Ethics** – Demonstrates high integrity and ethical values
- **Problem Solving & Analysis** – Logical problem solving skills

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

- Occasional Travelling
- Access confidential information within scope of authority

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

Name of Supervisor \_\_\_\_\_ Job Title of Supervisor \_\_\_\_\_

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

**12. VALIDATION**

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 \_\_\_\_\_

