

# TERMS OF REFERENCE

JOB/CONSULTANCY TITLE: <b>ADMINISTRATIVE ASSISTANT</b>
DEPARTMENT:
REPORTS TO: <b>QUALITY INFRASTRUCTURE COORDINATOR</b>
ACCOUNTABLE TO: Quality Infrastructure Coordinator, Strategic Public Sector Transformation Project.

## BACKGROUND

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP). The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

Under component 5 of the project, a national quality policy has been developed and several consultancies as well as purchases and installation of equipment for the upgrade of capabilities of the national quality infrastructure. The SPSTP seeks to employ the services of an Administrative Assistant to carry out all the designated administrative functions in the office of the Quality Infrastructure Coordinator (Component 5 Coordinator).

## OBJECTIVE / SUMMARY OF POSITION:

The Administrative Assistant is responsible for the effective discharging of the general administrative and secretarial functions of the Office of the Quality Infrastructure Coordinator of the Strategic Public Sector Transformation Project to ensure its smooth and efficient operation

## SCOPE OF WORK:

The Administrative Assistant shall perform duties as directed by the Quality Infrastructure Coordinator and which shall include but be not limited to the following:

- Manage mail and messenger services, prepare correspondences and schedule appointments.
- Maintain records including circulars for easy retrieval by regularly filing of documents including electronically.
- Draft responses to incoming mail and proof read all outgoing responses for accuracy.
- Follow-up on correspondences as required.
- Screen incoming calls and respond independently when necessary.
- Manage supervisor's schedule of activities.
- Compose and prepare confidential correspondences, reports and other documents for supervisor's approval.
- Create and maintain databases and spread-sheet files as required

- Set up and coordinate meetings, seminars, workshops etc. as directed
- Perform secretarial and administrative support for the smooth & efficient operation of Committees and other meetings as assigned.
- Coordinate with Ministry of Finance and all necessary other parties in the planning and execution of relevant events
- Assist with the preparation of reports and other documents as required.
- Maintain the activities embodied in the terms of reference of the Office.
- Procure stationery and other office supplies
- Assist with the implementation of team building activities
- Perform any other related duties as requested

NATURE OF GUIDELINES USED IN THE PERFORMANCE OF DUTIES:

- Financial Administration & Audit Act
- Public Bodies Management and Accountability Act (PBMA)
- Policies, legislation, standards and best practice related to quality infrastructure
- Official Secrets Acts
- Access to Information Act
- ISO quality systems standards 9001/14001/17025
- GOJ correspondences and circulars
- SPSTP loan agreement and related documents

OTHER:

- Request equipment as well as their maintenance and repair.
- Recommend the procurement of office supplies
- Recommend schedule for meetings and other activities
- Recommend appropriate documentation and adjustments thereof for efficient office operation
- Sign and transmit manually or electronically routing correspondence

LIAISES INTERNALLY WITH:

- SPSTP Project Office

LIAISES EXTERNALLY WITH:

- BSJ Working Group Coordinator
- Ministry of Industry, Commerce, Agriculture and Fisheries, other Ministries, Departments and Agencies.
- BSJ Divisional Directors and Managers
- Project Component beneficiaries
- Project Component Consultants
- Clients and stakeholders, including manufacturers, service providers, traders and consumers etc
- Project Technical Coordinators

PERFORMANCE STANDARDS:

Performance is deemed satisfactory by the extent to which:

- Timely and accurate submission of documents to the Project Unit
- Timely and accurate submission of reports and minutes, within working days respectively to the Quality Infrastructure Coordinator.
- Timely and accurate circulation of minutes and notes with action items for meetings, workshops etc. within 5 working days.
- Timely response to external correspondences and internal requests within 5 working days.
- Enter all incoming correspondences and documents in database and circulate to responsibly Officer within 2 working days.
- Timely planning and coordination of meetings and other events.

KEY OUTPUTS:

The Officer will be required to deliver:

1. Monthly reports
2. Minutes of meetings
3. Records/files maintained and secured
4. Adequate stock of office supplies maintained

UNUSUAL REQUIREMENTS/WORKING CONDITIONS:

None

MINIMUM EDUCATIONAL REQUIREMENTS:

- Diploma in Secretarial Studies from an accredited Institution
- Diploma in Business Administration, or Equivalent
- Advance literacy of Microsoft Office Suite (Word, Excel, PowerPoint etc.)
- General knowledge of accounting principles and procedures.

EXPERIENCE:

- Minimum of two (2) year experience in a similar position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal, human relations and communication skills
- Excellent customer service attitude
- Good minutes and report writing skills, Typewriting 50 wpm and shorthand/speedwriting 80 wpm
- Good analytical skills, stress management and decision making skills
- Good planning and organizational skills
- Highly confidential and work on own initiative

EQUIPMENT USED:

Telephones, Computers, fax machines, printers and photocopiers

