

Executive Secretary (OPS/SS4)

1. Job Purpose

Under the direction of the National Librarian/CEO, Executive Secretary provides secretarial and administrative support to the office of the National Librarian/CEO to ensure the smooth operation of the Executive Office.

2. Key Outputs

1. Correspondence prepared
2. Correspondence retrieved and dispatched
3. Stamp Imprest maintained
4. Minutes reproduced
5. Minutes and correspondence circulated
6. Meetings/events coordinated
7. Emails accessed and sent
8. Calendar and diary of events generated and maintained
9. Filing system maintained
10. Appointments/events scheduled and maintained
11. Mails and correspondence recorded and dispatched
12. Reports submitted

3. Principal responsibility Areas

Professional/Technical:

1. Performs general administrative duties such as word processing, answering telephones, faxing and sending and retrieving correspondences
2. Receives, sorts and records all incoming correspondence to the Executive Office
3. Records and distributes documents to the relevant departments
4. Keeps and operates the stamp imprest.
5. Makes travel arrangements and prepares submissions to the relevant Ministry/authority
6. Provides support for meetings by:
 - i. Making arrangements for venue/meeting room and refreshments, projector, etc.
 - ii. Recording and transcribing minutes
 - iii. Drafting agenda and reports for meetings
 - iv. Preparing and compiling documents for review/circulation
 - v. Advising the National Librarian of related Actions from meetings
 - vi. Ensuring the circulation of minutes prior to meetings
7. Provides Board of Management support by:
 - i. Coordinating board meetings
 - ii. Recording, transcribing and distributing minutes
 - iii. Ensuring dissemination of material and policies to board members
 - iv. Preparing/compiling meeting documents and ensures follow through with post

- meeting actions and decisions
 - v. Maintaining Board binder of all Board meetings documentation
 - vi. Maintaining an up to date board member contact list
 - vii. Maintaining communication with Board of Management members as requested
8. Develops and monitors calendar and diary for meetings, appointments, assignments and events for National Librarian
 9. Receives and hosts visitors on behalf of the National Librarian
 10. Organizes and maintains an effective filing system that allows speedy retrieval of documents/information;
 11. Maintains an appropriate system to control and safeguard confidential documents, files and reports
 12. Researches files and consults officers as directed to procure information needed for replies to correspondence and other requests
 13. Assists in the preparation of the Corporate and Operational Plans
 14. Monitors telephone calls, records messages and makes contact with internal/external personnel to obtain or impart information within scope of authority
 15. Processes reports, letters and other documents for dispatch
 16. Ensures that urgent matters are re-routed for immediate attention in the absence of the National Librarian
 17. Arranges for the printing, photocopying and binding of documents as required.
 18. Maintains adequate supply of official forms/documents for the Executive Office
 19. Provides administrative support for the following meeting:
 - i. Finance & Investment Committee
 - ii. Audit Committee
 20. Identifies and resolves routine problems and situations that may hinder the effective work flow in the Executive Office
 21. Prepares reports as directed
 22. Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members
 23. Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility.
 24. Performs any other related duties assigned from time to time.

4. Performance Standards/Indicators

1. Correspondence prepared according to agreed standard
2. Correspondence prepared according within specified time
3. Stamp imprest maintained according to agreed standards
4. Incidence of errors in stamp imprest
5. Minutes reproduced within specified time
6. Incidence of errors and omissions in correspondence and minutes
7. Minutes and correspondence circulated within agreed time
8. Meetings/events coordinated according to agreed standard
9. Meetings/events coordinated within specified time
10. Emails accessed and sent within specified time
11. Calendar and diary of events generated and maintained within specified time
12. Filing system maintained according to agreed standard
13. Incidence of errors and omissions in filing system
14. Appointments/events scheduled and maintained within specified time

5. Required Competencies /Skills/Knowledge

Core Competencies:

- Oral Communication
- Written Communication
- Teamwork & Cooperation
- Customer & Quality Focus

Technical Competencies:

- Administrative Management
- Records Management
- Database Management
- Information Communication Technology
- Planning & Organizing

Knowledge/Skills:

- i. Knowledge of office management principles, practices and procedures
- ii. High level of professionalism, confidentiality and integrity
- iii. Well developed communication and interpersonal skills
- iv. Sound knowledge of government operation and protocol
- v. Ability to manage workloads and prioritize
- vi. Demonstrated ability to be self directed and well organized
- vii. Proficiency in the relevant Microsoft office applications

6. Minimum education and experience

- Certified Professional Secretary (CPS/CAP) Designation and English Language at CXC or equivalent level
- At least five years' proving support at the executive level plus the appropriate Administrative Management programme at the Management Institute for National Development; or a combination of related training and experience.

7. Special conditions associated with the job

- May be required to work outside of normal working hours from time to time to include weekends

8. Authority

Maintain stamp imprest

Salary scale \$954,390 - \$1,134,470 p.a. plus commuted allowance \$215,280 p.a.

Applications accompanied by detailed resume should be sent by **Wednesday November 8, 2017**
to:

Director HRM & Administration
National Library of Jamaica
12 East Street, Kingston.
Email: nljhrm@cwjamaica.com

We appreciate all responses, however only shortlisted candidates will be contacted