

## JOB SPECIFICATION AND DESCRIPTION

**JOB TITLE:** ASSISTANT SECRETARY (G)

**JOB CODE:** T0111

**DATE REVISED:** 2011-10-22

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

**REPORTS TO:** PRINCIPAL ASSISTANT SECRETARY

**RECEIVES FUNCTIONAL DIRECTIONS FROM:** PRINCIPAL ASSISTANT SECRETARY

**SUPERVISION GIVEN TO:**

**DIRECTLY:** REGISTRY STAFF, OFFICE ASSISTANT & CLEANERS.

**INDIRECTLY:** NON

**LIAISES WITH:**

**INTERNALLY:** PRINCIPAL ASSISTANT SECRETARY

**EXTERNALLY:** NON

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**PURPOSE:** To assist the Permanent Secretary and the Principal Assistant Secretary in the implementation and administration of government policy.

### KEY OUTPUTS:

- Reports on the progress of policy implementation, minutes and draft responses (to proposals, applications/motions); draft cabinet memoranda, aide memoires and briefs; and statistical summaries on specific issues.
- Draft proposals on policy amendments.

### DUTIES AND RESPONSIBILITIES:

- Assists in the evaluation and assessment of programmes and plans in accordance with policy directives. Proposes, amendments to policy where appropriate.
- Monitors the progress of policy and programmes implementation, reporting back to the Permanent Secretary or Principal Assistant Secretary.
- Participates in discussions connected with the preparation of the annual report/annual budget.
- Researches and examines resolution of administrative problems and recommends solutions.
- Drafts replies to straightforward parliamentary questions or motions, process applications for service, examines and submits views and recommendations to petitions, proposals, and applications sent to the ministry.
- Conducts interviews with the public regarding complaints.
- Serves as a secretary or member of committees and working parties, and initiates effective liaison with other ministries and agencies.
- Ensures the maintenance and upkeep of government buildings and property.
- Serves as nominated signatory for cheques, paysheets, vouchers, requisitions and local purchase orders.
- Supervises administrative and clerical support staff.
- To perform any other related duties for the smooth functioning of the department.

### MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Bachelor's Degree in Public, Business Administration or Management Studies from a recognised University PLUS a minimum of three (3) years' administrative experience.

OR

- A Diploma in Public, Business Administration or Management Studies from a recognised University PLUS a minimum of five (5) years' administrative experience.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The job holder can make decisions on matters within certain frame work or guidelines. In other cases, decisions are made after consultation with senior officers. Adverse decisions may result in private party, agency or ministry/department changing its plans or procedures, resulting in increased financial cost, delays, loss of goodwill, etc.

**RESOURCE MANAGEMENT:**

- Supervises between two to ten staff. May be accountable for the care and security of the physical resources of the ministry, that is, utilization of vehicles, operation and maintenance of office and mechanical equipment and buildings, etc.

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**COMMUNICATIONS:** Makes regular contact with senior and junior staff including supervisors. Communicates to a lesser degree with staff of other agencies and members of the public.

**WORKING CONDITIONS:** Office conditions.

**THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:****INCUMBENT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFIED CORRECT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**COUNTERSIGNED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_