

## JOB SPECIFICATION AND DESCRIPTION

**JOB TITLE:** CONFIDENTIAL SECRETARY

**JOB CODE:** T0312

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

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

**REPORTS TO:** SUPERVISING OFFICER, HEAD OF DEPARTMENT OR DESIGNATED OFFICER

**RECEIVES FUNCTIONAL DIRECTIONS FROM:** DESIGNATED OFFICER

**SUPERVISION GIVEN TO:**  
**DIRECTLY:** SUBORDINATE STAFF  
**INDIRECTLY:** NONE

**LIAISES WITH:**  
**INTERNALLY:** ALL MEMEBERS OF STAFF  
**EXTERNALLY:** MEMBERS OF THE PUBLIC

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**PURPOSE:** To provide full confidential secretarial support to a Minister/Permanent Secretary/Head of Department/Senior Officer.

### KEY OUTPUTS:

- Typed and checked reports, minutes, memoranda, letters.
- Efficient organisation of superior's diary.

### DUTIES AND RESPONSIBILITIES:

- Production of complex typed and dictated reports, minutes, memoranda and letters on typewriter or word processor.
- Performs secretarial service at high level conferences and commissions and produce minutes of these meetings.
- Answer incoming telephone calls intended for the superior and acts as receptionist to persons calling to see him/her, etc.
- Maintains a filing and recording system for documents and correspondence for her superior.
- Manages the superior's diary, composing replies to invitations, simple enquires and correspondence on own initiative.
- Performs other related duties.

### MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- GCE 'O' Level /CXC passes in three (3) subjects including English Language PLUS one (1) year's experience as a Confidential Secretary.
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- A Diploma in Secretarial Science from the Government Technical Institute or the New Amsterdam Technical Institute PLUS two (2) years experience as a Typist or Typist Clerk.
  - PLUS
  - Certified training in Microsoft Word or Word Perfect from an acceptable institution. Spreadsheet Management would be an asset.

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

- The job holder will basically function according to instructions, but makes decisions in dealing with people phoning or

wanting to see his/her superior. Will contribute to the efficient functioning of superior's office.

**RESOURCE MANAGEMENT:**

- The job holder is responsible for one or more pieces of office equipment e.g. typewriter, photocopier and stationery, office tea set.
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**COMMUNICATIONS:** He/she will communicate with officers in other ministries/departments and members of the public.

**WORKING CONDITIONS:** Normal Office conditions. May need to work outside of official working hours.

**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 \_\_\_\_\_