

Job Description

Job Reference No: GTESA -7
 Job Title: Secretary/Administrative Support
 Grade: 6
 Salary: \$34,752.00 (TCIG Grade 6 Equivalent)
 Ministry: Office of the Premier and Public Policy
 Agency: Grand Turk Enhancement and Sustainability Agency
 Location: Grand Turk

Job Purpose	The Secretary/Administrative Support position, has responsibility for the smooth operation of administrative functions in the Agency and provides support in resource management of finances, human resources, facilities and purchasing.	
Dimensions	<p>As a member of GTESA the Secretary/Administrative Support works under the general direction of the Managing Director.</p> <p>The Secretary/Administrative Support is responsible for providing effective and efficient administrative services to the GTESA team.</p>	
Principal Responsibilities	<p>Working with the Managing Director to develop and implement the financial procedures within the department in order to ensure that the departmental finances meet government accountability requirements. Duties will include:</p> <ol style="list-style-type: none"> 1. Establish and supervise financial procedures in line with the PFM, PPO guidelines 2. Prepare budget, annual estimates and tracking expenditure across the organization 3. Forecast funds needed for staffing, equipment and supplies 4. Assist with preparation of business cases 5. Maintain and control the Agency's finances as approved in the budget 6. Undertake general accounting procedures for the Agency. 7. Prepare appropriate documentation for Head of Department approval 8. Organize travel arrangements for Managing Director and staff 9. Prepare minutes of meetings held by Agency 10. Organize and schedule appointments for Managing Director and staff where necessary 	

	<ol style="list-style-type: none"> 11. Fielding queries from staff and clients 12. Printing, scanning, e-mailing, and distributing hard copies of documents 13. Purchasing stationery and other office supplies as these become depleted 14. Scheduling meetings and events based on staff members' availability 15. Formulating and distributing administration policies, and updating existing protocols 16. Supervise administrative services for all matters relating to the Agency <p>Main Activities:</p> <ol style="list-style-type: none"> 1. Assist the Managing Director in developing business and operations plans. 2. Monitor and evaluate the efficiency and effectiveness of service delivery. 3. Manage the maintenance and servicing of equipment and facilities. 4. Perform purchasing functions including preparing tender packages, overseeing tender procedures, overseeing purchasing and purchase orders. 5. Develop record and information systems for the department and oversee maintenance and troubleshooting for such. 6. Perform various purchasing functions, review and/ or prepare bid packages for equipment or supplies. 7. Adhere to Code of Conduct, rules and regulations governing the Agency. 8. Perform any other related tasks that may be assigned. 	
<p>Knowledge, Experience, and Skills</p>	<ul style="list-style-type: none"> • An Associate’s Degree in business administration/ related field or equivalent is preferred. • The position requires a minimum of five (5) years on the job experience to acquire the necessary competencies to respond effectively to the challenges of the job. Experience in the public sector is desirable. • Formal secretarial qualification is preferred. • Prior experience creating and maintaining sizable databases. • Demonstrable experience in a senior administrative role. • Familiarity with legislation and ethical considerations that govern the use of data. • Advanced computer literacy. • Ability to prioritize tasks. 	

	<ul style="list-style-type: none"> • Excellent verbal and written communication.
Assignment and Planning of Work	The Secretary/Administrative Support receives strategic direction from the Managing Director. The post holder is expected to collaborate with the Managing Director to draw on experience, research and initiative to deliver on the core responsibilities of the role.
Supervision of Others	The post holder will have supervisory responsibilities over custodian and support services for the Agency.
Other Working Relationships	<p>To ensure efficiency, productivity and the success of the GTESA, the post holder will be expected to communicate and work collaboratively with the other members of the GTESA, the wider Public Service and the community.</p> <p>The post holder will be expected to develop strong working relationships with other professionals working within a variety of governmental ministries and departments as well as with stakeholders across the private and public sectors. It is essential for the post-holder to establish effective working relationships with individuals at varying levels.</p>
Decision Making Authority and Controls	Decision making is limited to what will be expected in the normal course of carrying out an administrative support role.
Problems/Key Features	The role holder will have the responsibilities of providing both support to project implementation teams. The Secretary/Administrative Support of the GTESA need to work alongside and through government colleagues and delivery partners to achieve success in the implementation process.
Working Conditions	The post holder will work in open plan office space. Normal office conditions apply.

AGREED BY:

Post-holder: _____

Date: _____

Director: _____

Date: _____