



**OFFICE OF HIS EXCELLENCY
THE GOVERNOR-GENERAL AND STAFF**

**JOB DESCRIPTION AND SPECIFICATION
DEPUTY GOVERNOR-GENERAL'S SECRETARY (CORPORATE)**

JOB TITLE: Deputy Governor-General's Secretary (Corporate)

JOB GRADE: GMG/SEG 5

LOCATION: The Governor-General's Personal Staff

DEPARTMENT: General Administration

DIVISION: Corporate Services

REPORTS TO: The Governor- General's Secretary and Clerk to the Privy Council

MANAGES DIRECTLY: One (1), Director of Finance (FMG/PA 2), One (1) Records/Special Library Manager, One(1) Property Administrator, One (1) Procurement Officer, One (1) Executive Secretary, One (1) Telephone Operator, One (1) Driver/Messenger

MANAGES INDIRECTLY: One (1) Accounting Technician 3 (FMG/AT 3), One (1) Accounting Technician 2 (FMG/AT 2), One Accounting Technician 1 (FMG/AT 1), One (1) Inventory/Records Officer, One (1) Property Caretaker, One (1) Car Attendant, Two (2) Office Attendants/Cleaners

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Governor-General's Secretary

Date

Director, Human Resource &
Administration

Date

JOB PURPOSE

Reporting to The Governor-General Secretary (GGS), the Deputy Governor-General's Secretary (Corporate) is responsible for managing and directing the operations of those portfolios which fall under the duties of the post. These include Records/Library/Museum Management, Finance and Accounting, Information Technology and Communication Systems, Property (Facilities) Management, management of the King's House Fleet of vehicles, Procurement, Office Services, and Inventory Management.

This role requires a high level of organization and coordination of skills, and collaborates with the Aide-de-Camp to The Governor-General, the Deputy Governor-General's Secretary (Private), and Programme Managers/Supervisors, to deliver and uphold the requisite standards of excellence in output, service delivery and maintenance of the Office, properties, associated heritage buildings, grounds and lands.

The incumbent oversees the operations of the Office through the implementation of appropriate practices, in keeping with the King's House Standing Orders, the *Financial Administration and Audit (FAA) Act* and all other relevant Government of Jamaica (GOJ) Policies and Procedures with respect to Procurement, Record-keeping, Inventory Management, Financial Management and Information and Communication Technology (ICT).

The Deputy Governor General's Secretary (Corporate) achieves the job purpose by embracing, demonstrating and contributing to the Vision of the Office of The Governor-General and Staff: "*A culture of excellence through people, performance and partnerships*".

KEY OUTPUTS

1. Strategic/Business Plan
2. Organization's Operational Plans and Financial Budget
3. Work Plans
4. Office services
5. Proposals. Submissions. Policies and procedures
6. Service level agreements/contracts for service
7. Disaster Preparedness & Emergency Management Plan
8. Reports and Briefs (Weekly, Monthly, Quarterly, Periodic).
9. Cost-saving initiatives

1. Management/Administrative Responsibilities

- Prepares and monitors the Office of The Governor-General's (OGGs) *Strategic/Business Plan, Operational Plan, Procurement Plan, and Budget*, ensuring that output is achieved according to agreed and measurable targets, and expenditure is in keeping with the approved budget. Provides guidance to direct reports and monitors Department Operational Plans and budgets. Provides guidance and oversees the development, implementation and monitoring of Unit work plans.
- Keeps abreast of, and monitors all reporting timelines for the OGG; coordinates with relevant Managers to assure reports are provided to the relevant Departments/Agencies as required.
- Provides leadership and management oversight of all Units under portfolio responsibilities. Conducts ongoing assessment of systems, procedures and processes to assure optimal efficiency.
- Prepares Proposals and Submissions to various Ministries as required. Conducts research as needed.
- Carries out ongoing assessment of policies and procedures; recommends for implementation appropriate internal controls in keeping with GOJ Procurement Guidelines and other policies as may be relevant from time to time.
- Provides management oversight of all inventories held at the OGG; conducts periodic audits; makes recommendations for appropriate controls to assure effective and efficient processes.
- Provides general oversight of systems and procedures that attend the processing, filing and retrieval of the Organisation's records. Ensures confidential and safe-keeping of the OGGs paper and electronic records.
- Assesses and makes appropriate recommendations for cost-saving measures at the OGG to include, but not limited to energy and water conservation initiatives.
- Monitors the provision of monthly management reports to Unit Managers.

- Provides support for the planning, preparation and accomplishment of State and other formal ceremonies and events.
- Represents the OGG at Inter-ministerial meetings and other such forums as required.

2. Technical/Professional Responsibilities

Corporate/Office Services

- Provides technical support to the Governor-General's Secretary on administrative matters; provides appropriate and accurate advice on matters under portfolio responsibilities. Conducts research as required to inform matters that may be delegated from time to time.
- Provides technical advice to Senior Managers and Programme Managers on matters under portfolio responsibilities.
- Manages procurement activities for large/complex projects. Coordinates with relevant technical resources to derive in-house estimates, and provides technical guidance for the preparation of Bid documents, advertisement of Tenders, and processing of Tender responses. Schedules meetings of the Procurement Committee and ensures required processes are carried out in accordance with the GOJ Procurement Guidelines.
- Oversees the procurement and assignment of vehicles for the OGGs Vehicle Fleet. Serves as the Transport Manager; manages the Fleet in accordance with the established policy.
- Provides technical guidance, and sees to the acquisition of required equipment, furnishings, fixtures and fittings for Offices, and other areas as required, and in keeping with the approved budget.
- Manages office services activities to include scheduling of staff, coverage for switchboard operations, movement of mail, coverage of secretariat support for the office of the Governor-General's Secretary, and office cleaning services.

- Monitors the operation of the Staff Canteen; ensure that its operations are self-sufficient and its offerings are to the satisfaction of the staff.
- Contributes to the development and/or review of the *Disaster Preparedness and Emergency Management Plan*. Serves as the Alternate Chairman of the Disaster Preparedness Committee and, in the event of a disaster, serves as the Disaster Recovery Coordinator.
- Chairs the Procurement Committee, the Projects Committee, and the Property Management Committee and is a working member of other Committees, including the:
 - Finance Committee
 - Human Resource Committee
- Performs any other related duties which may be assigned from time to time.

Property/Facilities Management

- Provides leadership and management oversight for all Capital Projects and maintenance or repair projects undertaken from time to time. Monitors to ensure outputs in keeping with agreed terms, and that standards and quality are upheld.
- Assesses the need for, and recommends Service Level Agreements for the conduct of maintenance and other services as required. Prepares Agreements, and monitors standard and quality of output and renewal timelines.
- Carefully reviews recommendations for the engagement of contractors/suppliers of services to ensure competitive procurement procedures are adhered to, and value for money is derived.
- Oversees the implementation of an effective maintenance schedule for the range of maintenance needs of the OGG. Monitors to assure maintenance services for buildings, fixtures, fittings, equipment, fleet vehicles, grounds and lands (inner and

outer perimeter areas), are carried out. Particular attention shall be paid to outer perimeter areas, and areas that adjoin leased lands to ensure adherence to maintenance requirements.

Finance and Accounting

- Oversees and ensures the effective management of Financial functions throughout the Ministry to facilitate the achievement of the Strategic Objectives.
- Manages the financial, administrative, operational, and human resource operations of the Office and ensures the timely delivery of output.
- Reviews budgets for items to be purchased, adheres to the budgetary requirements, makes changes where necessary, while following established policies and procedures.
- Co-ordinating the preparation of responses to financial audit queries for the attention of the Governor-General's Secretary.
- Ensures the availability of adequate financial resources prior to funds being committed and that the required documentation is provided to support payments in compliance with the Government's Accounting principles and practices.

Information and Communication Systems

- Assesses the ICT needs of the OGG and makes recommendations for upgrades and expansion as required. Manages ICT service contracts, and takes action as necessary to keep compliant. Carries out periodic assessment of services particularly those relating to hosting of the King's House Web site and e-mails, cable services, telephone services (landline and CUG).
- Manages access control systems to offices and associated buildings.
- Develops and implements a Disaster Recovery Plan for ICT systems.

- Oversees back-up systems and procedures and ensure same is carried out at required intervals and data is securely stored.
- Oversees the establishment, development and documentation of ICT protocols and processes

3. Departmental Human Resource Responsibilities

- Provides leadership to the staff by exemplifying the vision and mission of King's House. Motivates them towards achieving goals and, at the same time, encourage a team approach.
- Provides direction, support and control to direct reports in order to ensure that they are appropriately trained in order to carry out their responsibilities to the required standards.
- Manages the welfare and development of Staff through the timely preparation of, and feedback to, performance appraisals as well as recommendations for training and development programmes.
- Provides guidance to the Staff through coaching, mentoring and training, providing assistance and support as and when needed while ensuring that they are aware of, and adhere to the King's House Standing Orders, the GOJ Staff Orders, and other relevant policies, procedures and regulations.
- Participates in the recruitment and selection of Staff for the OGG.
- Carries out performance evaluation activities for all direct reports.
- Authorizes vacation and departmental leave for the Staff in the Division in keeping with established policies and procedures.
- Recommends and/or manages disciplinary action in keeping with established policies and procedures.

PERFORMANCE STANDARDS

1. Confidentiality, integrity and professionalism are displayed in service delivery and personal conduct.
2. Strategic/Business Plan, Operational Plans, Budgets and Work Plans are developed, implemented and monitored according to established guidelines and timeframes.
3. Proposals, Submissions, policies and procedures are well-researched, comprehensive in content, well-written, produced within the required timeline, and expected outcomes realized.
4. Contractors and projects are effectively managed, delivered within agreed timelines, and meet quality standards.
5. Reports related to Corporate Services such as ICT, Office Management, Inventory Management, the performance of suppliers, the execution of any projects and their outcome, are delivered within the required timeframe.
6. OGG Assets are documented, secure, and accounted for.
7. Disaster Preparedness and Emergency Management Programme implemented. Training, emergency drills, and other requirements in place, tested, and effective.
8. OGG Fleet of vehicles managed and maintained in keeping with established policies.
9. ICT needs of the OGG appropriately assessed, recommendations made, and approved systems implemented within agreed timelines.
10. OGG Offices, facilities, grounds, and lands impeccably maintained, and reflective of excellence. Maintenance schedules adhered to and outcomes in keeping with expectations. Equipment and machinery kept in optimal working condition with minimal to no incidence of downtime.
11. Procurement processes managed in keeping with GOJ Public Procurement Guidelines and within agreed timelines.
12. Efficient Records Management System in place.

13. Departments under the Corporate Services Division are effective and efficient in service delivery. Assigned Staff are appropriately managed, directed, trained and effective in areas of assigned responsibilities.
14. Reports are accurate and provided within established timelines. OGG is compliant at all times with submission of required reports.
15. Cost-saving initiatives identified on an ongoing basis. Results and gains monitored and reported as required.
16. Appropriate and sound technical advice is provided as need.
17. Efficient Office services provided to constituents as required.
18. Desk Manual developed, implemented and kept updated.

REQUIRED COMPETENCIES

1. Sound knowledge of the King's House Standing Orders, relevant GOJ laws, regulations, principles and practices related to Public Sector Administration, Strategic Planning and Procurement.
2. Proficient in the Project Management.
3. Knowledge of relevant computer software, and IT applications.

REQUIRED ATTRIBUTES

1. Loyal, composed, trustworthy, and demonstrates impeccable integrity.
2. Confidential and professional in personal conduct and the execution of duties.
3. Able to lead, manage, organize, set priorities, multi-task, and meet deadlines.
4. Highly developed capability to gather, evaluate and interpret data and facts in order to prepare and present concise oral and written reports.
5. Highly developed analytical skills with demonstrated abilities to identify inequities.

6. Excellent investigative and problem-solving skills³.
7. Competent Project Manager who delivers projects according to the requirements.
8. Able to apply good judgement, negotiate, exercise initiative and cope well under pressure.
9. Communicates effectively in both oral and written forms.
10. Well-developed social and interpersonal skills and the ability to work well with all levels of Staff.
11. Computer literate.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in Business Administration OR Finance OR Public Administration OR Public Sector Management with courses in finance, risk management and strategic planning OR its equivalent, from a recognized tertiary institution. AND
- Supervisory Management Certification, AND
- Specialized training in General Administration, AND
- Training and experience in project management. AND
- At least five (5) years proven successful experience at a senior management level in a public sector entity or a comparable organization.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The Deputy Governor-General's Secretary (Corporate) is expected to lead by example, and take a non-traditional approach to working hours. This means he/she may be required to work a flexible schedule which will include long hours, work on weekends and public holidays. This position requires solving problems that arise, and pressure especially during the budget planning cycle when tight deadlines are to be met. The incumbent could experience the pressures of simultaneously coordinating a wide range of projects/tasks.
- Travelling is required.

AUTHORITY TO:

- Provide advice to The Governor-General.
- Interface with Government officials, Diplomats, and other high-ranking individuals.
- Recommend changes to policies and procedures.
- Provide technical advice for portfolio responsibilities.
- Represent the GGS at meetings.
- Recommend leave, disciplinary action and promotion for the Staff.

LIAISE WITHIN THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
The Governor-General	Provide information as requested.
Aide-de-Camp to The Governor-General	Provide information.
Deputy Governor-General's Secretary - Private	Provide information, process requests for goods and services.
Programme Managers	Receive reports and information. Provide guidance in procedures and processes.

LIAISE EXTERNALLY TO THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Ministry of Finance and Planning	Audit, Asset Management
Heads of Ministries, Agencies and Departments	Provide and receive information as necessary.
Contractors and suppliers of goods and services.	Receive information, request clarification etc.

March 2022