

JOB DESCRIPTION

POST: Administrative Clerk

SALARY SCALE: Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450

Salary will be commensurate with qualifications and experience

AGE LIMIT: Candidates should not have reached their 45th birthday by the closing date for submission of applications.

QUALIFICATIONS:

- A. (i) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings **or**
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade c in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate **or** Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

C. Candidates should:

- have good communication skills,
- have a positive attitude towards work
- have a general knowledge of national and international issues; and
- be computer literate

DUTIES:

1. To prepare, scrutinise and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, forms, reports and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
8. To assist in administrative duties within the College and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the College, as and when required.
12. To keep records regarding documents, books and magazines of the College, and to assist users by providing relevant information, whenever required.
13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
14. To perform procurement duties relating to purchase order, input invoices/payment on accounting system.
15. To assist in the preparation of tender documents, request for quotations and stock management
16. To provide administrative support in training activities
17. To co-ordinate logistics before and during training sessions;
18. To liaise with the resource persons with regard to training sessions;
19. To maintain training records and materials;
20. To design/update training records;
21. To prepare and update training statistics;
22. To prepare, facilitate, monitor, evaluate and document training activities;
23. To manage the pool of resource persons;

24. To effectively plan and manage the training calendar;
25. To use ICT in the performance of his/her duties.
26. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Clerk in the roles ascribed to him/her.

Note: The Administrative Clerk may be required to work outside normal office hours including Saturdays, Sundays and Public holidays.