

Scheme of Service

- Organisation:** Academy of Design and Innovation
- Post :** Confidential Secretary
- Salary:** Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 – 43500
- Qualifications:** By selection from among employees in the grade of clerk / Word Processing Operator at the Academy of Design and Innovation who –
- (i) reckon at least four years' service in a substantive capacity in the grade; and
 - (ii) show qualities of trustworthiness, discretion, maturity, tact and Initiative ; and
 - (iii) are capable of dealing with members of the public.

Note

In the absence of qualified employees, by selection from among employees in the public service and parastatal organisations holding a substantive appointment in the grades of –

- (a) Senior Word Processing Operator;
- (b) clerk / Word Processing Operator and Word Processing Operator reckoning at least four years' service in a substantive capacity in their respective grades who possess the qualifications at (i) and (iii) above.

Duties:

1. To arrange appointments and deal with enquiries.
2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
3. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
4. To take messages and facilitate the process of communication between the relevant stakeholders.
5. To act as liaison officer between the Director, Chairperson and other staff members.

6. To perform word processing and telex/telefax duties and simple computer/Data processing work and operate e-mail services.
7. To keep track of important documents, papers and make them available expeditiously.
8. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
9. To ensure that meetings are well organised and take place in time and appropriate information is made available.
10. 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 Confidential Secretary in the roles ascribed to him.

Date: 10 November 2009