

Organisation:	Financial Intelligence Unit
Position Title:	Assistant Office Secretary
Salary	Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950
Qualifications	A. Cambridge School Certificate with Credit in at least five subjects including English Language and French obtained on one certificate <u>or</u> passes not below Grade C in at least five subjects including English Language and French obtained on one certificate at the General Certificate of Education “ordinary Level” <u>or</u> an equivalent qualification acceptable to the Board.

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 General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Candidates should-

- (i) Possess good interpersonal and communication skills;
- (ii) Have the ability to meet deadlines;
- (iii) And be computer literate.

Duties

- (1) To ensure that the reception area is properly operated.
- (2) To operate the telephone switchboard (PABX) and answer telephone calls.
- (3) To attend and greet visitors at the Financial Intelligence Unit.
- (4) To maintain visitor’s diary either manually or electronically and provide reports on visitors as and when required.
- (5) To take messages from outside callers and transmit same to officers concerned.
- (6) To receive incoming courier and ensure prompt delivery within the FIU as per established procedures.

- (7) To be responsible for downloading telephone call report and extract relevant information.
- (8) To assist in general administrative work.
- (9) To monitor movements in and out of the organization.
- (10) To provide assistance in the – and ensure timely replenishment of items; and
 - (i) Management of stock of office stationeries and ensure timely replenishment of items; and
 - (ii) Preparation of purchase orders for current stationery and non -stationery items as and when required.
- (11) To monitor the use of organisation's vehicle and conduct check of the vehicle
- (12) To use ICT in the performance of his duties.
- (13) To perform such other duties directly related to the main duties or related to the delivery of the output and results expected from an Assistant Office Secretary in the role ascribed to him.