

Financial Intelligence Unit
Scheme of Service

Organisation:	Financial Intelligence Unit
Post	Confidential Secretary
Salary:	Rs 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:	By selection from among public officers in the grades of Senior Word Processing Operator; and Word Processing Operator who reckon at least four years' service in a substantive capacity in their respective grades and who- (i) possess a Certificate in Word Processing or Data Processing from a recognized; (ii) are fluent in English and French; (iii) have shown qualities of trustworthiness, discretion, maturity, tact, confidentiality and initiative; (iv) possess good organizational skills and are attentive to details; (v) are capable of dealing efficiently with members of the public; and other stakeholders; and (vi) have the ability to meet tight deadlines.

Candidates should produce written evidence of experience claimed.

Duties:

- (1) To arrange appointment and deal with enquiries
- (2) To maintain a systematic filing system for easy retrieval and safekeeping of important documents.
- (3) To give general administrative and secretarial support to the Director including drafting of letters, implementation of decisions, filing and dealing with enquiries.
- (4) To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
- (5) To take messages and facilitate the process of communication between the relevant stakeholders.

- (6) To maintain and manage the calendar/schedule of the Director
- (7) To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
- (8) To perform word processing and computer/data processing work, collate official documents and to operate telefax and email services as well as photocopying machine.
- (9) To make travel arrangements and manage the diary of the Assistant Director of the Financial Intelligence Unit.
- (10) To keep track of important documents, papers and make them available expeditiously.
- (11) To ensure that meetings are well organised and take place in time and appropriate information is made available.
- (12) To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
- (13) 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 Confidential Secretaries in the roles ascribed to them according to their postings.

Note:

The Confidential Secretary may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.