

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**REPORT TO:** SECRETARY OF THE COMMISSION

**ORGANISATION:** OFFICE OF THE INTEGRITY COMMISSION

**DATE:** 2018-04-01

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**OVERALL RESPONSIBILITY:** To provide full administrative support to the chairman and secretary of the Commission.

**KEY OUTPUTS:**

- Type and check reports, minutes, memoranda and letters.
- Efficient organisation of superior's diary.

**RANGE OF DUTIES:**

- Production in typed format of complex or dictated reports, minutes, memoranda and letters on computer and word processor.
- Performs secretariat service at high level conferences and commissions and produce minutes of these meetings.
- Answers incoming telephone calls intended for the superiors and acts as receptionist to persons calling to see him/her, etc.
- Maintains a filing and record system for documents and correspondence for the Secretariat of the Commission.
- Manages the diary of the Chairman, Secretary and Commission in general, composing replies to invitations, simple enquiries and correspondence on own initiative.
- Provides general administrative support to the Secretariat of the Commission
- Performs other related duties as may from time to time be required.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- GCE 'O' Level/ CXC passes in five (5) subjects including English Language plus one (1) year experience as an administrative professional.

**OR**

- Diploma in Secretariat Science from the Government Technical Institute or the New Amsterdam

Technical Institute plus two (2) years experience as a Typist or Typist Clerk.

**PLUS**

- Certified Training in Microsoft Word or Word Perfect from an acceptable institution. Spreadsheet Management would be an asset.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The job holder will basically function according to instructions, but makes decisions in dealing with people phoning or wanting to see his/her superiors. Will contribute to the efficient functioning of superior's office.

**RESOURCE MANAGEMENT:**

- The job holder is responsible for one or more pieces of equipment e.g. typewriter, photocopier and stationery, office tea set.

**COMMUNICATIONS:** He/she will communicate with officers in other ministries/departments and members of the public.

**WORKING CONDITIONS:** Normal Office conditions. May need to work outside of official working hours.

**Prepared and approved by:** Management of the Integrity Commission.