

Proposed scheme of service

Job title	:	Administrative Assistant
Salary Scale	:	Rs 22650 x 700 - 28250 x 1000 - 36250 x 1250 - 41250 x 1450 - 42700 x 1700 – 47800
Reporting to	:	Head Corporate Services/Assistant to the Executive Director
Academic qualifications and Experience Requirements	:	<ul style="list-style-type: none"> • From among candidates possessing at least a diploma, from a recognised body, in Administration or any other equivalent qualifications acceptable to the Competition Commission • A minimum three years' relevant experience
Desirable Knowledge, Aptitude and Competencies	:	<ul style="list-style-type: none"> • Good knowledge of office and administrative procedures • Resourceful, hardworking, proactive, and be able to take initiative • Good self-management and organisational skills with ability to prioritise conflicting objectives, work within short deadlines and beyond core responsibilities. • Good interpersonal and written and verbal communication skills • Computer literate with good knowledge of office tools, including Microsoft Office, and other office equipment
Job Objective	:	<ul style="list-style-type: none"> • Providing general administrative and secretarial support for the smooth running of the office
Main Duties	:	<ul style="list-style-type: none"> • To assist in terms of administrative and secretarial services. • To attend to the reception area, providing necessary customer service to visitors, providing them with any basic information, directing them with the appropriate officers, etc. • To deal with incoming and outgoing calls and re-directing them as appropriate. • To handle and organise incoming and outgoing correspondences. • To handle the office email address, and act upon as per instructions. • To perform general filing duties, ensuring that all official documents are properly filed and secured. • To handle and update the office library, contact and clippings databases. • To follow up on matters regarding official travelling abroad as well as overseas visitors. • To follow up on repairs and maintenance of all physical assets, office space, and facilities as and when necessary. • To assist in the organisation of advocacy events, communication activities, and conferences workshop and seminars. • To assist in the preparation and organisation of meetings and committees. • To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter.