

Job Title	:	Administrative Assistant
Salary Scale	:	Rs 31365 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 - 58850 x 1750 - 60600
Reporting to	:	Head Corporate Services /Administrator, Executive Director's Office
Job Objective	:	To provide support to senior officers in non-technical areas.
Academic qualifications and Experience Requirements	:	• From among candidates possessing a Diploma in Administration, Management, Accounting or an equivalent qualification acceptable to the Competition Commission. • A minimum two years' relevant experience in administrative and office management activities
Desirable Knowledge, Aptitude and Competencies	:	• Possess good communication skills. • Have a positive attitude towards work. • Have the ability to work in a team and to work under pressure. • Be computer literate. • Have a good level of general knowledge.
Main Duties	:	• To prepare, scrutinise and process documents/requests; • To type and collate general office correspondence and documents according to competencies; • To maintain files, forms, reports and other materials; • To receive, sort and process mail and to prepare materials for mailing; • To photocopy reports and other documents and operate standard office equipment; • To carry out word processing and data entry and to update information in a computer system/database; • To carry out registry, simple administrative, finance, human resource and procurement and supply duties, under supervision; • To provide general support to operational services, including secretarial services; • To draft replies to simple correspondence; • To handle and organise incoming and outgoing correspondences as and when required; • To handle the office email address, and act upon as per instructions as and when required; • 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 assist in the follow up on matters regarding official travelling abroad as well as overseas visitors; • To assist in the follow up on repairs and maintenance of all physical assets, office space, and facilities as and when necessary; • To attend to the reception area, dealing with incoming and outgoing calls and re-directing them as appropriate, as and when required; • To effect simple research on matters pertaining to the section/unit, as and when required; • To assist in duties relating to committees, organisation of official functions, training programmes and other activities; and • 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 Administrative Support Assistant in the roles ascribed to him.