

# THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

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## **Post: Centre Management Assistant**

**Qualifications:** A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or

Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

### **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 the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examination.

B. A Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

or an equivalent qualification to A and B acceptable to the Council of the Institute of Technical Education and Technology

C. Candidates should:

- (i) possess good communication skills;
- (ii) have a positive attitude towards work; and
- (iii) be computer literate

Qualification at A above should have been obtained prior to qualification at B above.

**Candidates should produce written evidence of knowledge claimed**

- Duties:**
1. To provide administrative support in general administration, human resource management, finance and procurement and supply.
  2. To prepare, scrutinise and process documents and records.

3. To type and collate a variety of general office correspondence and documents according to competencies.
4. To maintain files, correspondence, forms, reports and other materials.
5. To receive, sort and process mail and to prepare materials for mailing.
6. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
7. To carry out -
  - (i) word processing and data entry and update information in a computer system;
  - (ii) cashier duties, as and when required; and
  - (iii) registry work
8. To draft replies to simple correspondence.
9. To ensure the accuracy, completeness and timeliness of processes and activities performed in small units.
10. To operate e-mail services and carry out secretarial duties, as and when required.
11. To effect simple research on matters pertaining to the Institute of Technical Education and Technology as and when required.
12. To keep records regarding documents, books and magazines of the Institute of Technical Education and Technology and assist users by providing relevant information, as and when required.
13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities of the Institute of Technical Education and Technology.
14. To use ICT in the performance of his duties.
15. 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 Centre Management Assistant in the roles ascribed to him.

**Salary:**(Negotiable based on qualification and proven work experience)

Minimum /Starting point Rs18,925 (within range Rs18,925 --37,450)