

Post: Office Attendant

- Qualifications:**
- A. A Cambridge School Certificate or passes on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Council of the Institute of Technical Education and Technology.
 - B. Candidates should –
 - (i) be able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) have a positive attitude towards work and the ability to work in a team; and
 - (iv) have good interpersonal and communication skills.

- Duties:**
1. To clean office premises and to maintain the physical environment at a good standard.
 2. To collect keys from and deposit same to Police Station/Police Post.
 3. To open and close offices.
 4. To run official errands, including the despatch of correspondence, forms, materials and the distribution of files, documents and faxes.
 5. To deliver and collect mail from Post Office.
 6. To operate office equipment such as duplicating, photocopying and fax machines.
 7. To assist in the proper arrangement of furniture and equipment within office premises.
 8. To operate a telephone switchboard/PABX console as and when required.
 9. To usher in/guide visitors to scheduled officers and maintain a record of such visits, if so required.
 10. To ensure that all switches/lights are turned off before leaving office.
 11. To be in attendance at the reception counter, as and when required.

12. To assist in the duties relating to organization of official functions and other activities of the Institute of Technical Education and Technology.
13. To perform simple binding duties.
14. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Office Attendant in the roles ascribed to him.

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

Minimum /Starting point Rs14,725 (within range Rs14,725 –23,950)