

THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

Post: Personal Assistant

Qualifications: A. Cambridge School Certificate with credit in at least English Language and French obtained at one sitting or Passes in five subjects with at least Grade C in English Language and French obtained at one sitting at the General Certificate of Education “Ordinary Level”

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 certificate in Word Processing from a recognised institution or any other relevant qualification acceptable to the Council.

C. A certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognised institution

D. Candidate should:

(i) reckon, in aggregate, at least three years’ work experience, in a similar position;

(ii) be fluent in English and French;

(iii) show qualities of trustworthiness, discretion and maturity;

(iv) be able to deal efficiently with members of the public; and

(v) be able to work under pressure.

Candidates should produce written evidence of experience/knowledge claimed

- Duties:**
1. To arrange appointments and deal with enquiries.
 2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
 3. To perform confidential filing, telex/telefax duties and operate e-mail services.
 4. To transmit messages and facilitate the process of communication between the relevant stakeholders.
 5. To perform general secretarial and word processing duties including the taking of notes, typing, classification and retrieval of records and documents.

6. To keep track of important documents, papers and make them available expeditiously.
7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
8. To ensure that meetings are well organised and take place in time and appropriate information is made available.
9. 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 Personal Assistant in the roles ascribed to him.

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

Minimum /Starting point Rs21,475 (within range Rs 21,475--43,500)