



## JOB VACANCY

HDC(161)-HR/IU/2021/60  
28<sup>th</sup> January 2021

### **Administrative Officer Municipal Services**

#### **MINIMUM QUALIFICATION & REQUIREMENT**

Diploma in relevant field with minimum 2 years' experience in relevant field.

#### **OVERALL SCOPE**

Perform all administrative work of the section in a timely manner.

#### **SCOPE OF WORK**

- Prepare timelines and work plans as per the instruction of HOD.
- Prepare and monitor staff attendance in accordance with the set policies.
- Prepare and monitor overtime of staff including the reports required by HR Department.
- Assist in the preparation of regularly schedule report by gathering information and progress of projects carried out by the department.
- Dealing with daily correspondence and handling all the incoming and outgoing documents in a proper manner.
- Update and maintain department policies and procedures.
- Keep inventory of stationaries, equipment and other relevant items assigned to the section.

#### **JOB SKILLS AND SPECIFICATIONS**

- Knowledge of Administration and Clerical work.
- Should be an effectual communicator verbally as well as through writing skills.
- Should be well organized, detail-oriented, forward thinking and proactive.
- Discretion and need for Confidentiality.
- Should be familiar with Microsoft office package.

#### **SALARY PACKAGE:**

Gross Salary between 12,500.00 to 16,250.00 based on qualification and experience.

#### **Application Process:**

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/1tqkbz>). For any additional queries please contact to 3355305.

**Application Deadline:**

**Date: 3<sup>rd</sup> February 2021 (Wednesday)**

**Time: 14:00hrs**