

NATIONAL WOMEN'S COUNCIL

Scheme of Service

Organisation: National Women's Council

Post: Office Attendant

Scale Salary: Rs14725x250-15225x260-17825x275-18925x300-19525x325-21475x375- 22225x400-23425x525-23950(NWC/2)

Qualifications: A. By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or have obtained 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.

NOTE

In the absence of qualified serving employees, by selection from among candidates who possess a Cambridge School Certificate or have obtained 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

B. Candidates should: -

- (i) be able to communicate in English and French;
- (ii) possess qualities such as reliability and trustworthiness;
- (iii) possess interpersonal and communication skills; and
- (iv) have the ability to work in a team.

Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.

3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in/guide visitors and maintain a record of such visits, if so required.
5. To clean premises and to maintain the physical environment at a good standard.
6. To ensure that all switches/lights are turned off before leaving office.
7. To operate a telephone switchboard/PABX console, as and when required.
8. To operate office equipment such as duplicating, photocopying and fax machines.
9. To attend to calls.
10. To be in attendance at the reception counter, as and when required.
11. To assist in the arrangement of furniture and equipment within office premises.
12. To perform simple binding duties.
13. 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 Office Attendant in the roles ascribed to him.

NWC

24.05.2023



Approved at the 31st Board
Meeting of the National
Women's Council held on
23 May 2023