

## **Administrative Secretary**

Applications are invited from suitably qualified candidates who wish to be considered for employment as Administrative Secretary on a contract basis for a period of one year and substantive capacity. After the contractual employment of one-year and subject to satisfactory performance, consideration may be given for appointment on the Permanent and Pensionable Establishment of the Special Education Needs Authority which is a corporate body under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

**SALARY SCALE** : Rs 25,525 x 775 – 32,500 x 925 -37,125 x 1,225 – 40,800 x 1,525 – 49,950  
x 1,625 – 56,450 (SENA 1)

**Qualifications** :

A. A Degree in Science or Humanities or Education or Social Sciences or management or Business Administration from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should –

- (i) reckon at least two years' post- qualification experience;
- (ii) have a knowledge in special education needs;
- (iii) possess good leadership, interpersonal and communication skills;
- (iv) have a high sense of responsibility, trustworthiness, discretion, tact, integrity and confidentiality;
- (v) the ability to meet tight deadlines; and
- (vi) be computer literate

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities:**

To assist the Director in the proper administration of the Authority to enhance its efficiency and effectiveness and in ensuring a high quality service.

### **Duties:**

1. To act as Secretary and to keep record of the Board meetings.
2. To attend other committees and keep records thereof, as and when required.
3. To assist the Director in the -
  - (i) administrative and legal issues
  - (ii) preparation of relevant legislation;
  - (iii) overall responsibility for security matters pertaining to the Authority; and
  - (iv) computerisation process of the Authority
4. To prepare the timely submission of accurate returns/status reports/position papers, as and when required.
5. To follow up on decisions taken by the Board.
6. To ensure that all issues requiring legal advice are promptly attended to.
7. To coordinate and supervise the work of staff working under his supervision.
8. To manage and ensure safekeeping of official documents/records and equipment.  
To deal with matters relating to bids, inventories, provision of office accommodation, furniture, equipment and maintenance.
9. To use ICT in the performance of his duties.
10. 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 administrative Secretary in the roles ascribed to him.

### **Note**

The Administrative Secretary may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.