

NATIONAL WOMEN ENTREPRENEUR COUNCIL

Scheme of Service

NWEC 6 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525
– 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Post: Management Support Officer

Salary: To be determined by PRB

Qualification: By selection from among Officers in the grade of Clerical Officer /Higher Clerical Officer (Personal to incumbent in post as at 31.12.15)

- (i) reckon at least four years' of service in a substantive capacity in the cadre ;
- (ii) possess a good knowledge of Human Resource, Financial Management and Procurement and Supply, policies, procedures and regulations;
- (iii) possess good analytical, technical and interpersonal skills;
- (iv) have the ability to demonstrate initiatives in various situations;
- (v) have the ability to organize and prioritise workload; and
- (vi) are able to work on their own initiative and as a member of a team.

Duties:

1. To prepare, scrutinize and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies
3. To maintain files, forms, reports and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry, simple finance, human resource and procurement and supply and supply duties, under supervision.
8. To assist in administrative duties within the division/section/unit and to provide general support to operational services.

9. To draft replies to simple correspondence.

10. To operate e-mail services, as and when required

11. To effect simple research on matters pertaining to the division/section/unit, as and when required.

12. To keep records regarding documents, books and magazines of the Council and to assist users by providing relevant information, whenever required.

13. To assist in duties relating to committees, organization of official functions, training programmes and other activities.

14. To use ICT in the performance of his duties.

15. 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 Management Support Officer in the roles ascribed to him/her.

NWEC
11 FEB 2019