

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

- POST** : ADMINISTRATIVE ASSISTANT
- SALARY** : Rs 25525 x 775 - 32500 x 925 - 37125 x 1225 -
40800 x 1525 - 49950 x 1625 - 56450
- QUALIFICATIONS** : A. **Open Competition**
- (i) A Cambridge Higher School Certificate **or** passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level".
- (ii) A degree from a recognized institution

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Board.

- (iii) Candidates should be computer literate.

Note:

Qualification at (i) above should have been obtained prior to qualification at (ii) above. However, candidates who, as at 30 June 2003, did not possess the qualification at (i) above will also be considered provided they hold.

- (a) A Cambridge School Certificate or Passes obtained 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 qualifications acceptable to the Board; and
- (b) A Master's Degree or a postgraduate diploma from a recognized institution **or** an equivalent qualification acceptable to the Board

Qualification at (a) under '**Note**' should have been obtained prior to qualification at (ii) above and at (b) under '**Note**'.

Candidates should produce written evidence of knowledge

claimed.

B. Limited Competition

By selection from among employees of the Private Secondary Education Authority who hold appointment in a substantive capacity in the following grades/cadres:-

- (i) Executive Officer and Higher Executive Officer;
- (ii) Financial Operations Cadre; and
- (iii) Procurement and Supply Cadre.

C. Candidates both for open and limited competition should:

- a. Have a good command of English;
- b. Have good interpersonal and communication skills;
- c. Possess a critical and analytical mind and have a multi-disciplinary approach to problem solving;
- d. Have potential and ability to command and lead others, to promote team work and exercise authority.
- e. Have a high degree of maturity in evaluating and analyzing matters of concern to the Authority; and
- f. Be versatile and have the ability to adapt to different work situation.

Candidates may be required to take part in a written examination, as approved and arranged, designed to assess their potential and aptitude for administrative work and their ability for problem solving.

DUTIES

1. To generally assist the Secretary of the Private Secondary Education Authority in the performance of his duties.
2. To assist in formulating, in line with rules and regulations and best practices, administrative procedures and policies for the Authority and ensuring compliance thereof.

3. To draft correspondence and service any committee or working party set up by the Authority.
4. To maintain liaison and communication channels with other divisions of the Authority and external stakeholders.
5. To ensure that the various rules and regulations pertaining to the Authority including instructions from the Director are correctly and uniformly complied with.
6. To implement and co-ordinate projects undertaken by the Authority and ensure follow-up action.
7. To promote and participate actively in programmes aiming at enhancing organizational efficiency and effectiveness.
8. To train and coach subordinate staff.
9. To ensure that the Authority obtains value for money in all its operations.
10. To be responsible for the smooth running of any department/section of the Authority as may be assigned.
11. To make use of information and Communication Technology in the performance of his duties.
12. 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 Assistant in the roles ascribed to him.