

**Ref: NCLR/ HR /2011/ 75**

**Job title: Office Assistant**

**Job Grade: KLR 9**

**Reporting to: Asst. HR and Admin Officer**

**Department: Human Resources and Administration Department**

Reporting the Asst. HR and Admin Officer this officer will undertake a variety of administrative work.

**(a) Duties and Responsibilities**

- i. Duties of receptionist when called upon.
- ii. Filing, photocopying, scanning
- iii. Running errands
- iv. Bank deposits
- v. Office cleaning and dusting
- vi. Making of tea for staff and visitors
- vii. Cleanliness of the kitchen area
- viii. Perform messengerial duties
- ix. Perform any other errands that assist daily operations

**(b) Requirements for Appointment**

For appointment to this grade, an officer must;-

- i. A certificate in business studies or hospitality studies
- ii. At least one years working experience in a busy office
- iii. 'O' level qualification, with an average mean grade of C
- iv. Have modern computer application skills.

In addition to the above requirements, an officer must have the following key competences:-

**(a) Personal Qualities**

- Good communication skills
- Ability to take instructions
- Creativity and Innovativeness

- Integrity and discretion
- Team player

**(b) Core Skills**

- Team player
- Care for resources
- Interpersonal skills
- Execution of instructions