

**NATIONAL EMPOWERMENT FOUNDATION**

**SCHEME OF SERVICE**

**Post:** Confidential Secretary  
**Salary:** Rs 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1225 – 38,350 (NEF 11)

**Qualifications:** A. By selection from serving officers of the NEF possessing:  
(i) a Cambridge Higher School Certificate together with a Certificate in Word Processing/Data Processing.

OR

an equivalent qualification acceptable to the Board; and

(ii) reckon at least four years' service at the NEF.

**Note: In the absence of qualified serving officers by selection from outside candidates possessing the qualifications at A.**

- B. Candidates should –
- (i) be fluent in English and French;
  - (ii) have shown qualities of trustworthiness, discretion, maturity tact and initiatives;
  - (iii) be capable of dealing efficiently with members of the public;
  - (iv) have good organisation skills; and
  - (v) be able to work under pressure.

- Duties:**
1. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
  2. To arrange appointments and deal with enquiries.
  3. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
  4. To perform word processing and simple computer/data processing duties and e-mail services.
  5. To take messages and facilitate the process of communication between



relevant stakeholders.

6. To keep tract of important documents, papers and make them available expeditiously.
7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
8. To ensure that meetings are well organized and take place in time and appropriate information is made available.
9. 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 incumbents in the roles ascribed to him.

**NOTE**

Confidential Secretaries may be required to work outside normal working hours, including Saturdays, Sundays, and Public Holidays.



**Approved by** : The board of NEF at its 109<sup>th</sup> meeting

**Name** : ..... A. SEESUNKUR .....

**Designation** : ..... Chairman .....

**Date** : 27 August 2019