

NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

- Post:** General Executive
- Salary:** Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 –23,200 x 775 –
32,500 x 925 – 37,125 x 1,225 – 38,350 (NEF 10)
- Qualifications:** A. A Cambridge Higher School Certificate
- OR**
- an equivalent qualification acceptable to the Board.
- B. Candidates should –
- (i) possess good interpersonal, communication and report writing skills;
 - (ii) be proficient in IT office tools as well as in statistical and data interpretation;
 - (iii) possess leadership and problem-solving skills;
 - (iv) have the ability to work in a team; and
 - (v) be able to meet tight deadlines.

NOTE

For the first intake, officers in the grades of Accounts Officer, Accounts Clerk, Human Resource Assistant, Human Resource Clerk, Procurement Clerk, Executive Assistant and IT Assistant, **in post as at 31 December 2017** who possess the required qualifications and have accepted the revised salaries and conditions of employment set out in the Review of Pay and Organisation Structure and Conditions of Employment Report July 2018 for the NEF, should be given the option to join the grade of General Executive. On joining the grade of General Executive, officers will be granted one additional increment on conversion.

- Duties:**
1. To perform simple Finance, Human Resource, Procurement and Supply, Registry, Public Relations, Communication, Administrative, and IT duties within any department/section/unit of the NEF.



