

NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

Post: **Administrative Officer / Senior Administrative Officer**

Salary: Rs 31,650 x 875 – 32,525 x 925 – 39,000 x 975 – 40,950 x 1,150 – 45,550 x 1,375 – 49,675 x 1,650 – 52,975 x 1,800 – 67,375 (NEF 21)

Qualifications:

A. By selection from serving officers of the NEF who:

- (i) Possess a Degree in Administration or Management or in a field acceptable to the Board; and
- (ii) Reckon at least 3 years' post qualification experience on administrative duties.

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 strong leadership and problem-solving skills;
- (iv) Be familiar with modern trends and techniques in management;
- (v) Have the ability to work in a team and adapt to different work situation and condition; and
- (vi) Be able to meet tight deadlines.

NOTE 1

In the first instance, the post should be filled by selection from among Administrative Officers possessing a degree in Administration or Management or in a field acceptable to the Board and reckoning at least three years' post qualification experience in administrative duties.

NOTE 2

In the absence of qualified serving officers, recruitment would be made from outside candidates possessing the required qualification and experience.

NOTE 3

The Administrative Officer/Senior Administrative Officer for NEF Rodrigues will report administratively to the Programme Manager – NEF Rodrigues and functionally to the Administrative Manager.

Duties:

1. To assist the Administrative Manager in policy formulation and implementation.
2. To provide administrative support in general administration inter alia, including:
 - a) Scrutinise and critically examine documents and correspondence received in the Department and submit recommendation on cases processed for approval;
 - b) Compile and present information in an orderly manner;
 - c) Draft letters for NEF Stakeholders and management reports;
3. To organise meetings and act as Secretary of committees and meetings, as and when required, and keep records of meetings for follow up purpose.
4. To prepare papers for Board, committees and other meetings, and implement decisions taken by NEF Board and other sub committees in a timely matter, to ensure their follow up.
5. To follow up on projects and liaise with counterparts/stakeholders to ensure effective and timely project implementation
6. To assist in the organisation of events and other activities of the Foundation.
7. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed.

Note

Officers may be requested to work outside normal working hours, Saturdays, Sundays, and Public Holidays.

