

## JOB SPECIFICATION AND DESCRIPTION

**JOB TITLE:** OFFICE ASSISTANT

**JOB CODE:** T0831

**DATE REVISED:** 2011-10-22

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

**REPORTS TO:** SENIOR OFFICE ASSISTANT OR OTHER DESIGNATED OFFICER

**RECEIVES FUNCTIONAL DIRECTIONS FROM:**

**SUPERVISION GIVEN TO:**

**DIRECTLY:**

**INDIRECTLY:**

**LIAISES WITH:**

**INTERNALLY:**

**EXTERNALLY:**

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**PURPOSE:** To provide messenger service and basic office support.

**KEY OUTPUTS:**

- Efficient collection and delivery of internal and out-going mails to other government and public offices.

**DUTIES AND RESPONSIBILITIES:**

- Delivers out-going mails to other government and public offices.
- Delivers to and up-lifts mail bag from the Post Office.
- Purchases stamps and up-lifts postal packages from the Post Office and posts letters to addressees in out lying areas.
- Clears files from officers "out-dip" and place routed files in "In-dip".
- Prepares water pitchers and jugs with water and broken ice.
- Performs also as receptionist.
- To perform any other related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Basic literacy, must be trustworthy and able to carry out simple instructions. Should have a bicycle to carry out duties.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- Job is of a routine nature. Minimal decision making.

**RESOURCE MANAGEMENT:**

- Accountable for the mails and documents while still within his/her possession.
- Responsible for the care and maintenance of the duplicating machine/photocopier.

**COMMUNICATIONS:** Frequent contact with his/her supervisor and staff at middle/lower levels in his/her and other agencies.

**WORKING CONDITIONS:** Normal office conditions. Has to ride bicycle almost daily in hot or rainy conditions.

Is required to lift and move around objects of moderate weight, typewriters, furniture and stationery.

**THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:**

**INCUMBENT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFIED CORRECT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**COUNTERSIGNED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_