HISTORY OF POSITION DETAILS

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PURPOSE

- Responsible for the efficient administration and execution of all secretarial & office administration duties for the smooth operation of Commissioners Office.

ACCOUNTABILITIES

- Accountable to the Commissioner on the effective management of the office administration matters.

MAJOR DUTIES

- Undertake general secretarial, stenographic and typing duties for the Commissioner.
- Monitor the switchboard, screen telephone calls, and attend to enquiries as and when required during the absence of the Receptionist;
- Make arrangements of appointments for the Commissioner.
- Assist the Commissioner/CEOs’ Executive Secretary as and when required in attending to secretarial and office administration matters;
- Assist the Executive Assistant in clearing reports, papers, etc for Commission meeting
- Develop and maintain a systematic filing system for the Office of the Commissioner in conjunction with the Commission’s main filing system;
- Assist in organising meeting schedules for the Commissioners and Consultants during the course of the Commission Meetings;
• Take minutes of the Commission Meetings proceedings and keep and maintain records of such meetings including resolutions;
• Assist the Commissioner in providing summary resolutions to the Divisions and follow up with the implementation progress and provide update to the Commissioners;
• Assist in the preparation of weekly and monthly reports for the Senior Management Committee;
• Assist in the preparation of two six monthly reports and annual reports for the Commission.

REPORTING AND WORKING RELATIONSHIP

Internal:
• Reports to the Commissioner

External:
• Liaise with the Divisional Heads on general office administration matters and relevant stakeholders to ICCC.

POSITION AND PERSON SPECIFICATIONS

QUALIFICATIONS
• Minimum of Grade 10 qualification;
• Recognized Certificate in Advanced Secretarial Studies;

KNOWLEDGE
• Sound knowledge and experience in general offices procedures, secretarial and administration work.

SKILLS
• Must possess the minimum typing ability of 45wpm or better;
• Sound knowledge of various Microsoft Applications especially Word, Excel, Power-point,
• Ability to work under pressure and to prescribed deadlines;
• Good inter-personal skills;

WORK EXPERIENCE
• At least a minimum of 5 years work experience as Secretary;

Authorized by: Assoc.Prof. Billy Manoka - Commissioner & Chief Executive Officer