

OFFICE OF THE INTEGRITY COMMISSION

The Office of the Integrity Commission invites applications to fill the vacant position of **Administrative Assistant**.

POST OBJECTIVE:

To provide responsible and highly confidential administrative, secretarial and executive support for the effective and efficient functioning of the Office of the Integrity Commission.

KEY TASKS (Include, but not restricted to):

1. Preparation of a wide variety of confidential and other documents.
 2. Manage receipt and follow-up of correspondence.
 3. Assist with processing of financial, personnel and other administrative transactions.
 4. Manage the records/filing and management information systems.
 5. Serve as receptionist and provide efficient and effective customer service.
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QUALIFICATIONS REQUIRED FOR APPOINTMENT:

At least an Associate Degree or equivalent, with advanced certificate in Office Administration, Secretarial Studies, Office procedures or a related field.

COMPETENCIES, SKILLS AND PERSONAL ATTRIBUTES REQUIRED FOR

APPOINTMENT(Include, but not restricted to):

- Sound knowledge of administrative functions and office procedures.
 - Basic knowledge of finance and accounting principles and procedures.
 - Highest standards of ethics, confidentiality, interpersonal relationships, discretion, conflict resolution skills and teamwork
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EXPERIENCE REQUIRED FOR APPOINTMENT:

At least five (5) years of relevant administrative/secretarial and office experience.

REMUNERATION:

Commensurate with qualifications and experience.

SUBMISSION OF APPLICATIONS:

Interested persons are required to submit applications to:

The Chairman
Office of the Integrity Commission
P.O. Box No. 90
Archibald Avenue
St George's

E;mail: integritycommission.gnd@hotmail.com
Telephone: 473-439-9212/ 473-534-5190
Fax: 473-439-9211

Applications should reach the Office of the Integrity Commission no later than
February 17, 2014. Only suitable applications would be acknowledged.
