



## **NATIONAL DRAINAGE AND IRRIGATION AUTHORITY**

### **JOB DESCRIPTION**

**POSITION: OFFICE ASSISTANT**

**REPORTING TO: ADMINISTRATIVE OFFICER/REGIONAL ENGINEER**

**SALARY SCALE: BAND 1**

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The holder of the post makes photocopies, distributes mail and other documents and carries out any other related task assigned by the functioning head.

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#### **Main responsibilities:**

- Operates the photocopy machines
- Distributes mails and other documents;
- Assists with the transport of supplies to various stores;
- Carries out any other task assigned

#### **Requirements**

Sound secondary education along with two (2) years' working experience

#### **Supervisory Responsibility**

This job holder will not be responsible for supervising any personnel.

#### **Work Environment**

While performing the duties of this job, the employee regularly works in the office setting.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.

#### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m respectively.

*Prepared by: Ms. J Blackman  
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*Updated : 2020-01-10*