



## **NATIONAL DRAINAGE AND IRRIGATION AUTHORITY**

### **JOB DESCRIPTION**

**Job Title:** ADMINISTRATIVE ASSISTANT (REGION 6)  
**Division:** ADMINISTRATION  
**Reporting to:** REGIONAL ENGINEER / HEAD OF DEPARTMENT  
**Salary Band:** FOUR (4)

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#### **Job outline:**

The holder of the post is responsible for providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

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#### **Main responsibilities**

- Assist in handle administrative requests and queries from senior managers
- Answer and direct phone calls
- Assists in Organizing and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

#### **Working relationships:**

- daily contacts with the Regional Engineer and Heads of Division at other locations;

#### **Job requirements:**

#### **Qualifications:**

- Diploma in Public Administration and a minimum of five years' experience in government service in related fields.

**Communication skills**

- a minimum of five years management experience
  - proficiency in written and spoken English

**Supervisory Responsibility**

This job holder will not be responsible for supervising any staff

**Work Environment**

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

**Position Type/Expected Hours of Work**

This is a full-time position. Monday to Thursday from 8:00am to 4:30pm and Fridays from 8:00am to 3:30pm.

*Updated by: Ms. J Blackman  
Human Resource Manager  
2022-07-26*