



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: OFFICE ASSISTANT

REPORTING TO: ADMINISTRATIVE OFFICER/REGIONAL ENGINEER

SALAY SCALE: BAND 1

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

Main responsibilities:

- Operates the photocopy machines (i.e. Photocopying of documents)
- Scans Documents for electronic storage
- Operates binding machine
- 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
Senior Human Resource Officer

Updated : 2020-01-10