



## **NATIONAL DRAINAGE AND IRRIGATION AUTHORITY**

### **JOB DESCRIPTION**

**POSITION: OFFICE ATTENDANT**

**REPORTING TO: ADMINISTRATIVE OFFICER/DIVISIONAL HEAD**

**SALARY SCALE: BAND 1**

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The holder of the post is required to clean the NDIA's offices

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#### **Main responsibilities:**

- Clean the offices of the NDIA on a regular basis as per instructions of the Administrative Officer or Divisional Head
- Make coffee, tea and other, serve coffee, tea and other;
- Maintain kitchenette, keep store and take care of new supplies;

#### **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 to Friday Thursday, 7:30 a.m. to 3:30 pm.

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