



LAND SETTLEMENT AGENCY

Unit : General Position

Position : Business Operations Assistant I

JOB SUMMARY

The incumbent is required to undertake secretarial, clerical and administrative duties and support the Head of the Division and other senior professional staff in the execution of the work of the Division.

ORGANISATIONAL RELATIONSHIPS

- Report to the Manager of the respective Unit.
- Report to supervising officer as necessary.

KEY DUTIES AND RESPONSIBILITIES

- Assists generally with the planning and implementation of strategies and programs designed to promote the objectives of the Division.
- Assists in the planning and management of meetings, workshops and conferences, takes minutes at meetings and distributes typed copies to participants.
- Undertakes follow-up activity in respect of the work programme of the Division with guidance from the head and other professional officers.
- Receives, locates and prepares material for submission to senior officers for necessary action in accordance with predetermined office procedures.
- Sorts, prioritizes, records and submits all incoming correspondence to the Administrative Head.
- Checks correspondence for urgent matters and marginal instruction and brings to the attention of the action officer.
- Checks and monitors all outgoing correspondence.
- Maintains all correspondence and other written documents such as circulars pertaining to work of the Unit on file.
- Inputs data in respect of databases designed by professional officers.
- Assists in the preparation of reports, spreadsheets and other management reports.
- Types written drafts or extracts from prepared documents and checks drafts for accuracy.
- Types budgetary and expenditure statements in spreadsheet format.
- Handles queries and customer relations in respect of the work of the Unit.
- Provides software utilization and basic help-desk and technological support, including support related to the Ministry's intranet. Creates folders on the intranet, uploads files, and determines and inputs metadata.
- Liaises with Administration to ensure that the accounting and office management needs of the

Unit are met.

- Operates office machines.
- Performs other administrative and secretarial related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be diplomatic, professional and results-oriented
- Excellent oral and written communication skills
- Excellent report writing skills
- Ability to maintain effective interpersonal relationships with colleagues
- Ability to use initiative and formulate solutions for simple administrative problems
- Ability to effectively use contemporary computer software application packages, including word processing, spreadsheets and the internet and standard office equipment
- Ability to work in a high pressure environment and to multi-task
- Extensive knowledge of the Public Service framework and systems
- Ability to work in a team oriented environment
- Simple database design and management is highly desirable

REQUIRED QUALIFICATIONS, TRAINING AND EXPERIENCE:

- Five (5) Ordinary level passes including English Language and Mathematics
- Minimum of one (1) year experience in a clerical environment