



BEACH AUTHORITY

POST: Confidential Secretary

Note:

Salary Scale: Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 (PRB 2021)

Qualifications:

By selection from among officers holding appointment as Word Processing Operator or Clerk/Word Processing Operator in the Public Sector and who

- (a) reckon at least four years' experience in word processing duties;
- (b) possess a certificate in word/data processing from a recognized institution;
- (c) fluent in English and French;
- (d) have shown qualities of truthworthiness, discretion, maturity, tact and initiation;
- (e) are capable of dealing efficiently with members of the public; and
- (f) have a pleasant personality.

Possession of a Certificate in English Shorthand at a speed of 90 words a minute in addition to the above qualifications will be an advantage.

Duties:

1. To perform general secretarial duties.
2. To handle confidential files and deal with all confidential correspondence.
3. To arrange appointments, receive visitors and deals with queries.
4. To make and receive telephone calls.
5. To take messages and pass on information.
6. To operate telefax and E-mail services, photocopying machines and other office equipment.

7. To deal with routine correspondence.
8. To supervise the work of Word Processing Operators, whenever required.
9. To co-ordinate arrangements relating to research and training programmes.
10. To service and co-ordinate committees.
11. To perform such cognate duties as may be assigned.

Date: 19 February, 2025

Rm/lc