



BEACH AUTHORITY

POST: Management Support Officer

Note 1:

Applications are invited from qualified candidates who wish to be considered for appointment as **Management Support Officer** at the Beach Authority.

Note 2:

In the absence of suitably qualified officers on the permanent and pensionable establishment of the Beach Authority, by selection from among officers in the Public Sector in the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator who reckon at least four years' service in a substantive capacity in their respective grade.

I. QUALIFICATIONS

A. Candidates should –

- (i) possess good communication skills;
- (ii) have a positive attitude towards work; and
- (iii) have a general knowledge of national and international issues.

Candidates should produce written evidence of knowledge claimed.

II. SALARY

The permanent and pensionable post carries salary in scale of **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 per month (PRB 2026).**

However, for the year 2026, you will draw the corresponding discounted salary as specified at Row 3 of the Consolidated Master Conversion Table.

III. DUTIES

1. To prepare, scrutinise and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.

3. To maintain files, forms, reports and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
6. To carry out word processing and data entry to update information in a computer system.
7. To carry out registry, simple finance, human resource and procurement and supply duties under supervision.
8. To provide administrative support in general administration and such other sections/units of the Authority.
9. To carry out pay and cashier duties, as and when required.
10. To issue/deliver certificates/permits or licenses.
11. To make arrangements for and monitor logistics, including distribution of transport and equipment such as video conferencing.
12. To control a section/unit of the Beach Authority and, coordinate and supervise the work of subordinate staff.
13. To ensure the accuracy, completeness and timeliness of processes and activities performed in small sections/units.
14. To assist in administrative duties within the Authority and to provide general support to operational services.
15. To draft replies to simple correspondences.
16. To operate e-mail services, as and when required.
17. To effect simple research on matters pertaining to the division/section/unit, as and when required.
18. To keep records regarding documents, books and magazines of the Beach Authority, and to assist users by providing relevant information, whenever required.
19. To assist in duties relating to committees, organisation of official functions, training programmes and other activities, including leisure.
20. To use ICT in the performance of his duties.
21. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Management Support Officer in the roles ascribed to him.

Date: 08 May 2026

RM/AR/AJ