

National Social Inclusion Foundation

Scheme of Service

Post	General Executive
Salary	Rs 25,000
Duration	One year renewable for another period of one year
Travelling	<ul style="list-style-type: none">• Refund of Bus fare
Qualifications/ Experience/ Skills	<ul style="list-style-type: none">• A Cambridge Higher School Certificate <u>OR</u> an equivalent qualification acceptable to the Board.• At least 3 years proven experience in Administration/Management.• Candidates should:<ul style="list-style-type: none">(i) Possess good interpersonal, communication and report writing skills;(ii) Be proficient in IT office tools as well as in statistical and data interpretation;(iii) Possess leadership and problem-solving skills;(iv) Have the ability to work in a team; and(v) Be able to meet tight deadlines.
Duties and Responsibilities	<ol style="list-style-type: none">1. To assist the Administrative Assistant in administrative duties and to provide general support to the operational services;2. To perform registry works, simple finance, HR and procurement duties, under supervision;3. To liaise with other staff of the Foundation and assist in the organizational function and other activities of the Foundation;4. To use ICT in the performance of duties;5. To manage and ensure the safekeeping of filing document of the Foundation;6. To draft replies to simple correspondence; and7. To perform any other related duties as may be assigned by the Secretary General.