**National Social Inclusion Foundation**

**Scheme of Service**

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| **Post** | **General Executive** |
| Salarv | Rs 25,000 |
| Duration | One year renewable for another period of one year |
| Travelling | Refund of Bus fare |
| Qualifications/Experience/Skills | 1. A Cambridge Higher School Certificate or an equivalent qualification acceptable to the Board 2. At least 3 years proven experience in Administration/Management   Candidates should:   1. Possess good interpersonal, communication and report writing skills; 2. 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 | 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 organisational function and other activities of the Foundation;  4. To use ICT in the performance of duties;  5. To manage and ensure the safekeeping of filling document of the Foundation;  6. To draft replies to simple correspondence; and  7. To perform any other related duties as may be assigned by the Secretary General. |