**National Social Inclusion Foundation**

**Scheme of Service**

**Post of General Executive**

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| Post | General Executive |
| Salary Scale | Rs16,790 x 430 – 18,080 x 490 – 20,040 x 560 – 22,280 x 640 – 24,840 x 740 – 27,800 x 850 + 29,500 |
| Travelling | * Refund of Bus fare |
| Qualifications/ Experience/ Skills | * A Cambridge Higher School Certificate   OR  an equivalent qualification acceptable to the Board.   * 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 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 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. |

January 2022