**National Social Inclusion Foundation**

**Scheme of Service**

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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 | 1. A Cambridge Higher School Certificate or an equivalent qualification acceptable to the Council. 2. At least 3 years proven experience in Administration/ Management. 3. Candidates should: 4. Possess good interpersonal, communication and report writing skills; 5. 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 |

19 January 2022