

National Social Inclusion Foundation

Scheme of Service

Post	General Executive
Salary	Rs 23400 x 600 – 29400 x 800 – 32600 x 900 – 36200 x 1000 – 40200 (NSIF 4)
Qualifications/Experience/Skills	<p>Candidates should:</p> <ol style="list-style-type: none">1. Possess a Cambridge Higher School Certificate or an equivalent qualification acceptable to the Council.2. Reckon at least 3 years proven experience in Administration/ Management.3. Possess good interpersonal, communication and report writing skills;4. Be proficient in IT office tools as well as in statistical and data interpretation;5. Possess leadership and problem-solving skills;6. Have the ability to work in a team; and7. Be able to meet tight deadlines.
Duties and Responsibilities	<p>To be responsible to the Administrative Officer and/or the Secretary General for the performance of the following duties:</p> <ol style="list-style-type: none">1. To assist in administrative tasks 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 filing document of the Foundation;6. To draft replies to simple correspondence; and7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output

	<p>and results expected from the employee in the roles ascribed.</p> <p>Note: The General Executive may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>
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07 August 2024