

JOB DESCRIPTION AND SPECIFICATION

Job Title:	Administrative Assistant
Classification/ Grade:	Level 3
Functional Area:	Corporate Services Division (Records and Information Management)
Reports to:	General Managers/ Chiefs/ Assistant General Managers/ Directors
Manages Directly:	N/A
Manages Indirectly:	N/A

This document is validated as an accurate and true description of the job as signified below.

Employee

Date

Head of Division/Unit

Date

Date received in HRM&D Division

Date created/revised

JOB DESCRIPTION AND SPECIFICATION

JOB PURPOSE

To provide administrative support in co-ordinating activities, scheduling appointments, preparing Minutes, reports and briefs as well as handling queries; monitors and analyses inventory of various types of records across all Registries within TAJ

KEY OUTPUTS

- Incoming and outgoing correspondence logged and routed;
- Correspondence (letters, reports memoranda) prepared;
- Telephone calls screened/received and directed or message/information logged and dispatched;
- Meetings coordinated;
- Minutes recorded, transcribed and distributed;
- Chief's diary maintained;
- Inventory of various types of records monitored and analysed;
- Reports collated and submitted.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Stamps and logs all correspondence received for the Chief's office and responds to correspondence as required;
- Logs and dispatches all correspondence leaving the Chief's office, to the various units/departments and other agencies;
- Screens visitors and telephone calls for the Chief and assists with clients' requests where possible;
- Co-ordinates activities for meetings, records, transcribes, prepares and distributes minutes of meetings;
- Receives and passes on correspondence requiring attention to the Chief;
- Prepares memos, letters, minutes and other correspondence and transmits to the Chief;
- Receives calls and where necessary notes the messages and delivers to the relevant officers as soon as they are available;

JOB DESCRIPTION AND SPECIFICATION

- Schedules and arranges meetings on behalf of the Chief;
- Maintains the Chief's diary;
- Liaises with Heads of Sections and other personnel to facilitate administrative support;
- Collects and compiles the Branch's/Section's budget;
- Prepares acting recommendations for HREC and monitors other staff related matters pertaining to vacation leave etc;
- Researches and provides information to the Chief for the preparation of reports;
- Follows-up on directives given and requests made by the Chief;
- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information;
- Assists with the retrieval of files and other records as required;
- Manages urgent correspondence, and emails in the absence of a Head of Unit, using current and appropriate technology;
- Compiles, reviews and submits monthly reports;
- Ensures execution of duties in accordance with the Data Protection Act and Regulations;
- Monitors and analyses inventory of various types of records across all Registries within TAJ for accountability purposes;
- Supports the identification and management of risks within the organization and by extension the respective area of work;
- Performs any other related duties assigned by the Chief, Records and Information Management Officer.

PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- All correspondence is logged and dispatched within the stipulated time frame;
- All correspondence, reports, minutes, etc are accurately prepared in the required format and submitted within the stipulated time frame;
- Calls received are properly screened, messages correctly noted where necessary and relayed as soon as the supervisor or relevant Officers are available;

JOB DESCRIPTION AND SPECIFICATION

- All meetings are properly arranged and attendees informed within the stipulated time frame;
- The Minutes of meetings are recorded, correctly transcribed and circulated to the relevant persons by the stipulated time frame;
- The Chiefs diary is updated on a daily basis with schedules or cancelled appointments and the Chief informed;
- Inventory of various types of records are monitored and analysed and information communicated to Chief in a timely manner;
- Accurate, comprehensive reports are collated in the stipulated format and submitted by the due date.

AUTHORITY TO:

- Provide information;
- Schedule and cancel appointments;
- Open correspondence;
- Oversee the office in Chief's absence.

CONTACTS	NATURE OF CONTACT
<i>Internal</i> Staff members Human Resource Management Branch Internal Audit	Promote RIM Practices and Provision of information Provision of information and files request -do-
<i>External</i> Ministries, Departments and Agencies (e.g JARD)	Gather and disseminate information

REQUIRED COMPETENCIES

(a) Specific Knowledge

- Comprehensive knowledge of office procedures and practices;

TAJ's Core Values: Integrity Mutual Respect Professionalism Accountability Customer Centric Teamwork

JOB DESCRIPTION AND SPECIFICATION

- Comprehensive knowledge of computer systems and the relevant applications;
- Knowledge of Records Management principles and practices;
- Knowledge of budget preparation/accounting principles;
- Knowledge of TAJ's Code of Conduct.

(b) Required Skills and Specialised Techniques

- Excellent organizing, analytical and time management skills;
- Excellent communication, interpersonal and team skills;
- Ability to work on own initiative.
- Keen attention to details;

(c) Qualification and Experience

- Associate Degree in Business Administration or the equivalent;
- Certificate in Administrative Professional / Certificate in Administrative Management Level 3 (CAM 3)/ or Certified Professional Secretary designation (CPS);
- Three (3) years work related experience.

WORKING CONDITIONS

- Normal office environment.

Vision Statement

A World-Class Tax Administration

Mission Statement

To collect the Revenue due in an equitable and cost-effective manner, foster voluntary compliance, provide excellent service to our customers through an engaged and empowered staff.