



SCHEME OF SERVICE

Post: Confidential Secretary

Salary Scale: Negotiable

Qualifications:

- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education " Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at " Principal Level" and one subject at " Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

C. Possess a certificate in word processing from a recognized institution

D. A certificate in Keyboarding or typewriting with a speed of at least 25 words per minute from a recognized institution.

OR

Equivalent qualifications to A and B above acceptable to the Council.

Candidates should also:

- (a) reckon at least 4 years' service in a similar position;
- (b) possess good communication skills and are fluent in English and French;
- (c) possess qualities of trustworthiness, discretion, maturity, tact and initiative;
- (d) are capable of dealing efficiently with members of the public; and
- (e) are able to work under pressure; and
- (f) have a pleasant personality.

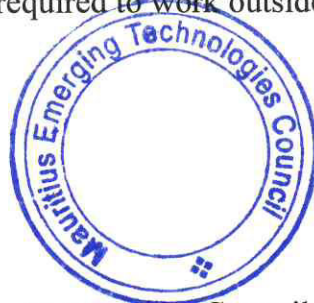


Duties:

1. To arrange appointments and deal with enquiries.
2. To organize, maintain diaries, make appointments and coordinate the Executive Director's Agenda.
3. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
4. To deal with routine correspondences.
5. To take messages and facilitate the process of communication between the relevant stakeholders.
6. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
7. To perform word processing and telex/telex duties and simple computer/data processing work and operate e-mail services
8. To keep track of important documents, papers and make them available expeditiously.
9. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
10. To ensure that meetings are well organised and take place in time and appropriate information is made available.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Confidential Secretaries in the roles ascribed to him/her according to his/her postings.

NOTE

Confidential Secretaries may be required to work outside normal working hours.



Approved by Council
at its meeting held on
28 February 2024