

## JOB DESCRIPTION

<b>Title</b>	Secretary
<b>Institute/Department</b>	Faculty of Education and Humanities
<b>Reports to</b>	Dean FEH
<b>Location/Campus</b>	Panatina Campus

### **Summary**

This position is responsible for all secretarial duties for the students and staffs at Faculty of Education and Humanities.

### **Roles and responsibilities of Secretary**

#### ***Administration***

- Secretarial Services for FEH
- Assist in raising of Requisition for FEH staffs
- Answering queries related to staffs Issues.
- Opening/Recording of incoming mails.
- Taking minutes for FEH Divisional meetings
- Any other duties that may be required by the Dean FEH

#### ***Problem solving and impact***

- To assist in making decisions regarding operational aspects administration within the Division
- To contribute to decisions, that has an impact on other related division's activities.

#### ***Resource management***

- To contribute to the overall management of the division in areas such as budget maintenance.
- To alert the Head of department to any budget shortfalls and HR issues within the division.

#### ***Working Environment***

- To balance the competing pressures knowledge transfer, administrative demands and deadlines.
- To skillfully work cross divisions and functions in the resolution of HR issues.
- To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).
- To engage in continuous professional development.

### ***Decision making authorities***

- Provision of advice to staff on Human Resource Management procedures and policy
- Assistance in the allocation of workload for area

### **Minimum Qualification Requirement:**

Degree or Diploma in advance Secretarial Studies or equivalent qualification from a recognized institution.

### **Other Requirements:**

- Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

### **Experience**

- Well presented with good written and spoken English
- Experience with Business planning and budget management processes
- Excellent Customer Service
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
- Reliability and punctuality
- Ability to work as a team member

### **Terms and Conditions**

The position is for three (3) years under an employment contract. Remunerations and benefits will according to SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.