



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Office Assistant – Office of the Deputy Chief Executive Officer</b>
<b>Reporting to:</b>	Deputy Chief Executive Officer
<b>Salary Band:</b>	Band 02 (SR9k – SR11k) + Applicable allowances)

### Job Purpose

Secretarial and Administrative support for the Office of the Deputy Chief Executive Officer.

### Key Result Areas

### FUNCTIONAL

**Perform Administrative & Secretarial support tasks and organise office operations of the Deputy Chief Executive Officer's Office.**

- Proactively manage and coordinate the diary of the Deputy Chief Executive Officer by prioritising and arranging internal and external engagements.
- Draft routine letters, memos and other correspondences as requested by the Deputy Chief Executive Officer.
- Distribute/Circulate documents/Outgoing mails from the Deputy Chief Executive Officer's office to Section/Units concerned.
- Review incoming emails and forward to the persons concerned via the network.
- Plan and arrange for the Editorial Meetings including the preparation of minutes of the meeting.
- Meet and greet all visitors to the Deputy Chief Executive Officer's office and prepare refreshments when required.
- Coordinate the approval process for all requests for Archive contents and keep appropriate records.
- Plan and organise travel, accommodation and other bookings when required.
- Deal with phone calls, emails, messages and all other correspondences to the office.
- Maintain effective filing and online storage of all important documents.
- Deal with straightforward queries and provide information on procedural matters.
- Photocopy and scan documents when required.

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

## **Corporate**

- **Ensure cost-effective utilisation of Resources.**

### *Specifically:*

- Eliminate or Reduce Wastage, where identified
  - Continually find ways to perform functions cost-effectively
  - Proper Planning to reduce costs
  - Ensure equipment & assets are used and maintained properly
  - Contribute in Budgeting and Cost-control, where required/requested
  - Identify and pursue revenue-generating opportunities
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- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**
    - Promote Safe & Healthy conduct at work
    - Set a personal example in Health & Safety compliance through:
      - Observing safe working practices as advised and instructed
      - Considering Safety & Health of self and others who may be affected by work activities
      - Be an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
    - Report Incidents or Hazards which have led or may lead to injury
    - Build and enhance an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

## **Essential Qualifications/Experience/Skills**

- Diploma in Office Management and Administration.
- Satisfactory work experience in a similar position.
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Good organisational and time management skills. Broadcast Management background will be a plus.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative. Able to maintain a high level of discretion and confidentiality.
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

## **Desirable Qualifications/Experience/Skills**

- Full Driving Licence

## Core Behavioural Competencies

<b>TEAMWORK</b>	<ul style="list-style-type: none"> <li>• Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support</li> <li>• Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others</li> <li>• Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds</li> <li>• Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position</li> <li>• Shares credit for team accomplishments and accepts joint responsibility for team shortcomings</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Takes ownership of tasks and functional responsibilities</li> <li>• Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties.</li> <li>• Justifies decisions taken, with confidence, openness and honesty.</li> <li>• Takes responsibility for seeing efforts through.</li> <li>• Makes sound and fair judgment.</li> <li>• Makes informed and accountable conclusions and decisions.</li> <li>• Is open to feedbacks and uses errors or oversights as learning points</li> </ul>
<b>ADAPTABILITY</b>	<ul style="list-style-type: none"> <li>• Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives.</li> <li>• Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent.</li> <li>• Thinks of ways to make changes work, rather than resisting them.</li> <li>• Makes suggestions for increasing the effectiveness of a changing environment.</li> <li>• Plans ahead and has an alternative option in case things go wrong or unexpected</li> <li>• Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change.</li> <li>• Able to prioritise effectively and plan flexibly to be able to deal with change.</li> </ul>
<b>RELIABILITY</b>	<ul style="list-style-type: none"> <li>• Is dependable and can be relied on in different circumstances.</li> <li>• Gets the job well-done every time and within deadlines.</li> <li>• Shows up to work on time.</li> <li>• Goes the extra mile to produce expected results even in tight deadlines.</li> <li>• Persists through difficult tasks and brings out credible results.</li> </ul>
<b>CONDUCT &amp; INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Behaves in a professional and appropriate way to set the right example in the workplace.</li> <li>• Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done.</li> <li>• Behaves in a manner that is accepting, respectful and inclusive of all people.</li> <li>• Puts continuous effort into building and maintaining relationships.</li> <li>• Accepts conflict as an opportunity to strengthen relationships.</li> <li>• Responds willingly to requests for help and information, where possible</li> <li>• Is honest and open-minded.</li> <li>• Has a 'can-do' and 'will-do' attitude</li> </ul>