Ministry: Information

Post: Executive Assistant (Information)

Salary: Rs 5,000 x 150 - 5,600 x 200 - 7,000 x 250 - 7,500 (GSE 2)

Effective Date: 25 July, 1995

Qualifications: A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate.

OR

A General Certificate of Education 'Ordinary Level' with passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate.

OR

An equivalent qualification acceptable to the Public Service Commission.

NOTE:

(1) Candidates should have qualities of trustworthiness and discretion.

(2) For the first intake, priority of consideration will be given to persons who have been performing the duties of the post although they may not possess the qualifications specified.

Duties:

1. To perform, under supervision and in accordance generally with administrative regulations or an established code of administrative practice, functions requiring the exercise of some measure of judgment and initiative.

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for Permanent Secretary

Date: 25 JUL 1995
2. To give general assistance in any one of the units of the Ministry namely, the registry, finance, censorship, audio-visual, press and documentation.

3. To perform such cognate duties as may be assigned.