

OFFICE OF THE INTEGRITY COMMISSION

JOB DESCRIPTION

SECTION: ADMINISTRATION

TITLE OF POST: Office Assistant/Cleaner

POST OBJECTIVE:

To perform a variety of office support duties and to carry out the cleaning function for the Office of the Integrity Commission.

IMMEDIATE SUPERVISOR: Administrative Assistant

SUBORDINATE STAFF: Nil

KEY TASKS:

1. Clear dips and distribute files as required.
2. Complete errands on behalf of the Commission.
3. Deliver and collect mails, documents etc.
4. Do reprographic work including duplicating, collating, stapling and scanning, etc.
5. Assist with the preparation of work areas and documents/folders for meetings.
6. Collect and distribute stationery and office supplies as required.
7. Prepare and serve refreshments when required.
8. Perform a number of daily cleaning duties which include:
 - Sweeping, mopping and vacuuming of floors
 - Dusting furniture and equipment
 - Emptying bins
 - Tidying office space (cupboards, refrigerator, countertops, and other appliances), and bathroom facilities.
 - Cleaning glass windows/panes, walls and doors

- Open and close building daily and ensure equipment is switched off, where applicable, at the end of the work day.
9. Perform any other related duties assigned from time to time.
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SPECIAL FEATURES OF THE JOB:

- Considerable local travel, delivering/collecting correspondence and collecting supplies
 - Requires walking and extensive use of hands
 - Requires pushing, bending, lifting, twisting and carrying sometimes heavy items
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QUALIFICATIONS REQUIRED FOR APPOINTMENT:

- At least a 2 GCE or CXC O' Levels or equivalent
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COMPETENCIES AND SKILLS REQUIRED:

- Must have an eye for details
 - Ability to learn quickly
 - Ability to use modern office equipment
 - Ability to understand and follow simple written and oral directions
 - Ability to use appropriate initiative as may be required in a given situation
 - Basic time management skills
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PERSONAL ATTRIBUTES REQUIRED FOR APPOINTMENT

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| ✓ highest standards of ethics | ✓ patient |
| ✓ honest and trustworthy | ✓ positive attitude and behaviour |
| ✓ discreet and tactful | ✓ paying attention to details |
| ✓ confidential | ✓ self-motivated |
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EXPERIENCE REQUIRED FOR APPOINTMENT:

- Previous experience in a similar position may be an asset.
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**OFFICE OF THE
INTEGRITY COMMISSION**

DATE

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NAME OF POST HOLDER

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**SIGNATURE OF
POST HOLDER**

DATE

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NOTE:

This Job Description is designed to give each Officer an explanation of the work which is expected. Job Descriptions need to be revised from time to time to reflect the changes which occur. As the work of the Commission evolves each Officer is expected to co-operate with these changes and take a flexible approach to work. This list of key tasks is a guide to an officer's duties and not a complete list.
