

# **Construction Industry Development Board**

## **Scheme of Service**

**Post:** Clerical Officer/Higher Clerical Officer

- 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”.

### **OR**

Equivalent qualifications to A and B above acceptable to the public Service Commission.

- D. Candidates should –
  - (i) possess good communication skills;
  - (ii) have a positive attitude towards work;
  - (iii) have a general knowledge or national and international issues; and
  - (iv) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

**Salary:**

Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21, 950 x 625 – 23,200 X 775 – 30, 175

**Duties:**

1. To carry out registry, simple finance, human resource and procurement and supply duties under supervision.
2. To prepare, scrutinise and process documents/cases.
3. To draft replies to simple correspondence.
4. To carry out word processing and data entry and to update information in a computer system.
5. To control a small sub-section of the organisation.
6. To carry out pay duties, as and when required.
7. To perform simple computer/data processing work microfilming.
8. To operate modern office equipment such as telex machine, electronic photocopying machine, etc.
9. To guide members of the public to scheduled officers, as and when required.
10. To carry out simple research work in connection with official documents.
11. To keep records regarding documents, books, magazines, etc., of the organisation and to assist users by providing relevant information whenever required.
12. 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 the Clerical/Higher Clerical Officer in the roles ascribed to him.