



MINISTRY OF WOMEN, YOUTH, CHILDREN AND FAMILY AFFAIRS

Solomon Islands Government

Job Description

Title:	Office Assistant
Section/Area:	Headquarter
Division:	Administration
Grade /Level:	L3/4
Last Review:	2017
Reporting to:	Admin Officer
Director Reporting:	Human Resource Manager

PURPOSE AND NATURE OF THE POSITION:

To provide an effective and efficient general enquiries and telephone calls and Registry service in this new ministry, MWYCA which is administering all incoming and outgoing mails.

PRINCIPAL LIASIONS:

Internal:

- Reports to the Admin officer but under the control of the Chief Admin Officer

External:

- Nil

KEY SELECTION CRITERIA

1. Qualifications

Essential:

- Diploma or 6 Certificate or 2 years experience in similar field
- Computer literate in word processing and excel basics

Desirable:

- Keen to learn

2. Knowledge and or experience

- Knowledge on how government registry systems is an advantage
- Knowledge in file and record keeping
- Posses knowledge in office administration duties

3.

4. Personal Competencies

- **Written communication** – Be able to keep record of consumable daily.
- **Oral communication** – Is able to communicate information in a clear, concise, logical and confident and a courteous manner.
- **Interpersonal communication** – Had an ability to establish good relationships with staff, peers, subordinates and management by correctly interpreting both verbal and non-verbal cues. Understands cultural diversity and exhibits tolerance for personal differences.
- **Motivation** – is motivated to perform work and complete assigned tasks to meet performance expectations whilst maintaining high level of accuracy.
- **Teamwork** - Actively participate in team work processes; give input to the team's work. Adapt to new team situations. Deal with demands from other office departments and functions when called upon.
- **Ethical behavior** - Understands the ethical, private and confidential nature of personal information and acts ethical manner.
- Be able to demonstrate honesty, integrity ,willingness and punctuality at all times
- Be alert and uphold neatness at all times when on duty

Responsibilities	Key Performance /Actions
Delivery & Collection of mails	To deliver and collect mails from respective and pick points (to be made known) and post office on a daily basis
Open & stamp mails	To open , stamp received and date all incoming mails
Register all mails	Register all incoming into a database (excel) or manual for record purposes
Urgent correspondences	To ensure all urgent correspondence/s are Bring Up (BU) and reaching respective officers for their action in a timely manner
Confidential mails	Ensure all confidential mails are handled with the given instructions
Shadow cards	To ensure in and out files form HQ to other divisions are recorded in shadow cards and up date records where necessary
Direct dispatch of mails	To dispatch mails to respective addresses when necessary
Put Away files	To ensure Put Away (PA) and File Away (FA) files are inserted back to their respective filing cabinets
Office in order	To ensure the Registry Office is in order before sign off at the close of each day
Office cleanliness	To ensure the registry is kept tidy at all times
Other duties	To perform other duties as deem necessary from time to time by responsible officers