

## JOB PROFILE

### 1. JOB DESCRIPTION

**Job Title:** Secretary (Typist)

**Work Location:** RSL Head Office

**Division:** Business Enablement

**Date developed:** March 2024

### 2. JOB PURPOSE

Responsible for coordination of disciplinary cases, type and generate recorded and typed disciplinary cases record.

#### Key Performance Areas

#### Duties and Responsibilities:

#### Coordination of disciplinary cases

- Coordinate mutually convenient dates for the hearing and communicate them to all parties concerned.
- Secure the venue for the disciplinary cases.
- Secure money for refreshments and lunch for all the parties concerned.

#### Recording and typing

- Prepare and generate a recorded and written record of proceedings for the attention of the Committee members within fifteen (15) working days of the conclusion of closing arguments.
- Prepare and produce a written record of appeal cases.

#### Reporting

- Provide disciplinary cases report in line with HR procedures timelines.

### **3. Work Conditions**

- Indoor
- Meetings
- Beyond normal work hours
- Electronic Mail

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## 4. JOB SPECIFICATIONS

### 1. Education *(Minimum education level requirements)*

<b>Diploma</b>	Diploma in secretarial studies/ Office Administration or any related qualification.
<b>Certificate</b>	Certificate in secretarial studies/Office Administration or any related qualification.

### 2. Experience *(minimum necessary experience required)*

<b>Diploma</b>	1 years' experience in minute taking or as a typist plus a minimum typing speed of 70 wpm.
<b>Certificate</b>	2 years' experience in minute taking or as a typist plus a minimum typing speed of 70 wpm.

### 3. Training *(essential training necessary in addition to the above experience to perform the job)*

- Microsoft office
- Type writing

### 4. Generic Competencies

**Team Player:** willing to work in corporation with others to achieve a common goal

**Agility:** dynamic and a possibility-oriented thinking

**Service Culture:** prioritizing customer service in all business activities, decisions and every day operations

**Communication:** continuous exchange of knowledge, information and ideas in order to clarify, persuade, influence, engage and build trust

**Accountability:** taking ownership; holding oneself accountable for delivery; leading in action to resolve issues, open to feedback and critique

**Business Acumen:** keenness and quickness in understanding and dealing with a "business situation" (risks and opportunities) in a manner that is likely to lead to a good outcome

### 5. Professional Certification

Any relevant and recognized professional certification (an added advantage)

**Functional Competencies (Technical)**

- Proficient with Office Suite
  - Excellent verbal and written communication
  - Organizational skill and attention to details
  - Business Acumen
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