



Internal Revenue Commission

## Position Description

### A. POSITION DETAILS

Position Title/ Designation	Officer: Administration
Grade/ Classification	IRC 03
Immediate Supervisor/Manager	Assistant Commissioner Internal Audits and Integrity
Division/ Section	Internal Audits and Integrity Division

### B. PURPOSE

This position reports to the Assistant Commissioner, Internal Audits & Integrity and will provide timely and effective administration and support services within the Internal Audits & Integrity Division (IA & ID).

### C. ACCOUNTABILITIES

- Support and ensure relevant and appropriate information for Senior and other Staff of the Division is received, communicated and that proper records of meetings and discussions are recorded and maintained. (What/Objective).
- Under take confidential secretarial stenographer word processing duties for the Assistant Commissioner and Staff of the Internal Audit and Integrity Division. (What/Objective).
- Take and provide shorthand notes and prepare type written reports and briefings from prepared notes. (Objective/What).
- Maintain efficient filing systems and officer registers (Objective/What).
- Make travel and meeting arrangements (What/Objective):
- Professionally maintain a proper care and maintenance schedule for office equipment (What/Objective):
- Perform other related duties at a comparable level ( What/Objective)

### D. POSITION AND PERSON SPECIFICATIONS

- Recognized Diploma and/or Certificates in secretarial courses, or Office Administration
- Minimum of grade 12 with 2-3 years' experience in a similar environment
- Have sound communication skills and management skills
- Microsoft suit of Applications: MS Outlook, MS Word, MS Excel, MS Visio knowledge and any computerize office systems
- Perform other related duties at comparable level