



Ensuring Accountability of Public Resources

EXTERNAL/INTERNAL VACANCY ANNOUNCEMENT

GAC is inviting qualified candidates for the post of

SECRETARY - POST #- GAC/OAG-ES/HR2017-010

Position Description

Position Title	SECRETARY
Grade Level	8
Institution	General Auditing Commission
Location	Ashmun Street, Monrovia, Liberia
Operating Unit	OFFICE OF THE AUDITOR GENERAL
Job Duration	Permanent/Full Time
Report to	SPECIAL ASSISTANT

Objective/purpose:

To provide leadership in the provision of effective and efficient secretarial services to the Auditor General.

Specific Assignments and Core Tasks

Under the direct supervision of the Special Assistant and the overall supervision of the Auditor General, the incumbent shall:

- Receives and screens call and correspondence directed to his/her assigned boss
- Coordinates the effective and efficient performance of secretarial duties.
- Oversees the organization of meetings.
- Covers meetings, takes notes and prepares minutes and action reports.
- Coordinates the work schedules of the Auditor General and manages their diary.
- Takes and transcribes dictation of opinions, memoranda and correspondence.
- Proofreads typed materials for typographical errors and correct spelling, grammar, punctuation and overall appearance of work.
- Operates a variety of office machinery.
- Ensures safe keeping of confidential documents of the Supervisor.
- Performs any other duties as assigned.

Qualifications required to do the job

- A minimum of three years' relevant work experience on the grade of Secretary from a private or public sector
- A Degree or Diploma in Secretarial Science or other relevant field of Studies from a recognized Institution.

Skills and Abilities:

- Shorthand 120 words per minute;
- Typing speed of 60 words per minute;
- Knowledge of Business Communication systems;
- Human and Public Relations skills;
- Customer service orientation;
- Interpersonal and time management skills;
- Computer skills in relevant software;
- Leadership and organizational skills;
- Problem solving and analytical skills;
- Attention to details;
- Confidentiality;
- Ability to speak at least one other international language, preferably French.

TRAINING

- Office procedures and communication;
- Impression management, corporate image and Public Relations;
- Professional work attitude;
- Advanced skills in relevant software applications;
- French language skills.

Performance Based Competencies:

- Must be honest and maintain high standards of conduct;
- Capacity to inspire and motivate;
- Must be a team player;
- Maintain strong interpersonal relationship;
- Exhibit Professional conduct at every level of the work spectrum; and
- Must maintain high degree of confidentiality at all levels of work.

Hours of Work: 8 (Eight) Hours

How to apply:

To be considered, interested candidates must submit an application letter and duly completed CV and copies of credentials in sealed envelopes addressed to: The Senior HR Manager, GAC, Ashmun Street, Monrovia. The Post Number must be clearly written in black ink on the envelope.

You can also submit via email using this: jobs@gac.gov.lr

Opening date: October 17, 2017

Closing date: 4:30 p.m. on October 31, 2017,

Please note: Applications will not be accepted after the deadline