

VACANCY ANNOUNCEMENT

A Public Regulatory body seeks a suitably qualified person to fill the position of

ADMINISTRATIVE OFFICER

Responsibilities will include:

- Provide secretarial/clerical duties for designated Directorate.
- Receive, record and distribute incoming/outgoing official correspondence.
- Type letters/memos and reports.
- Supervise protocol services in coordinating the arrangement of meetings/conferences for PURC.
- Participate in making available necessary logistics for training programmes and other official events.
- File office records and documents.
- Supervise the maintenance/update of log of all visitors and clients at the reception.
- Coordinate the requisition of office logistics/stationery.
- Maintain record/inventory of all stationery and office logistics.
- Coordinate the activities of the Janitorial staff and other service providers.
- Maintain an active appointment calendar in a manner that honours long standing commitments while accommodating new demands and situations as they arise.
- Maintain database of professional contacts and review them regularly for completeness and accuracy.
- Maintain an up to date and efficiently managed filing/records system.
- Perform any other duty assigned by Head of Directorate.

EDUCATION/ EXPERIENCE

- Bachelor's degree in Business Administration, Social Sciences, Management Studies or related discipline.

EXPERIENCE

- One (1) year relevant working experience.

KNOWLEDGE AND SKILLS

- Knowledge/understanding of office practice and administrative procedures.
- Experience in handling administrative support related tasks.
- Excellent calendar management skills including the coordination of meetings and minutes recording and reporting
- Ability to adhere to sensitive deadlines and maintain confidential material.
- Knowledge/understanding of the operations of utility service providers.
- Ability to prioritize and manage multiple assignments.
- Excellent interpersonal and communication skills (oral and written).
- Planning and organizing skills.
- Attention to details

- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.

MODE OF APPLICATION

Interested persons should submit their application together with CVs, photocopies of certificates and two referees to:

**The Executive Secretary
P. O. Box CT 3095
Cantonments – Accra**

Or personally delivered at the Commission's office at

**No 53 Liberation Road
Adjacent to Accra Regional Hospital
Ridge - Accra**

Not later than 2 weeks from the date of the publication of this advertisement.

NB: Please note that only shortlisted applicant will be contacted.