



# **CENTRAL BANK OF SWAZILAND**

**UMTSHOLI WEMASWATI**

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## **VACANCY (1)**

### **Secretary**

Applications are invited from suitable and qualifying candidates to fill the position of Secretary that exists in the Economic Policy Research & Statistics Department.

#### **PRIMARY PURPOSE OF THE JOB**

Employees in this job coordinate office activities and perform secretarial assignments for professional and management staff across a whole department or floor area in support of the ongoing operations of their offices. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional (s)'s and/or management staff's area of responsibility. This is an intermediate to experienced secretarial level which performs a full range of secretarial assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

#### **KEY FUNCTIONS OF THE JOB**

- Composes and types routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms.
- Receives and screens visitors and telephone calls, takes messages, schedules appointments, for professionals and managers and provides information to callers

requiring knowledge of the Department's operations, supervisor's point of view, and the interpretation and application of policies and procedures. Schedules and arranges meetings and conferences for professionals and managers and notifies interested parties; makes travel reservations and arrangements as needed.

- Proofreads and corrects prepared materials for correct grammar, format, completeness, and content. Establishes and maintains office files, logs, indexes, control records, or other information concerning the work under the supervisor's control. Enters, retrieves, updates, verifies and deletes information from electronic files. Take minutes or recordings of meetings.
- Sorts, opens and distributes incoming mail to staff, associates incoming correspondence with files or related materials needed for meetings, correspondence and reports. Maintains confidentiality of documents and information received. Keeps informed of office details and advises management of problems. Assists in the preparation of budgets and financial reports; prepares and monitors timekeeping and other personnel records.
- Determines needs and orders office supplies, equipment, repair and maintenance services through agency channels. Operates standard office equipment. Performs related work as assigned.
- Perform any other duties as required by Management from time to time.

#### **QUALIFICATION**

- A Diploma in Secretarial Science or Office Administration, or any other relevant qualification.
- Training in computer studies, customer service and emotional intelligence will be an added advantage.

#### **EXPERIENCE**

A minimum of three years clerical/secretarial experience, two years of which must have been at typist roles.

#### **SKILLS AND COMPETENCIES**

- Must have an understanding of office administration, understanding of relevant legislation, policies and procedures. Must maintain a high level of confidentiality, have ability to manage an office, supervise and train subordinates, ability to communicate clearly and concisely in both written and oral form, ability to work

under pressure and under tight deadlines, coordinate daily activities and schedules, work independently and organize complex clerical tasks, ability to be flexible and adaptable in a variety of situations, knowledge of the MS Office suite and ability to use the web for required research. Excellent stress and time management skills, decision making skills, analytical and problem solving skills. Must be honest, trustworthy, and respectful, possess cultural awareness and sensitivity, must be flexible and demonstrate sound work ethics.

- Will use a complete understanding of all the processes and procedures applicable to the role that will have been pre-learned. Has full discretion to apply these appropriately to ensure desired end result is achieved.
- The work is routine in character but may require limited adjustments to be made. Follows instructions or present routines. People skills are as important as technical skills.

#### **REMUNERATION**

The Bank offers a competitive remuneration package, commensurate with relevant qualifications, value add and experience.

#### **DEADLINE**

Applications with detailed CV and academic qualifications should be mailed electronically to the **Human Resources Manager** on or before the close of business on the 21<sup>st</sup> August 2017. The mail address to be used is [recruitment@centralbank.org.sz](mailto:recruitment@centralbank.org.sz) and the **applications should clearly indicate the post applied for in the “subject” box**. Please note that only shortlisted candidates will be contacted. Should an incumbent not hear from the Bank within two weeks of the closing date of this communication, please consider the application unsuccessful.