

- proofreading typed material and correcting errors,
- maintaining directory of government and business contacts and making data readily available as required,
- receiving telephone calls and visitors, providing routine information, or referring enquiries to the appropriate officers, and arranging appointments and maintaining a schedule of all engagements,
- making travel arrangements for Commercial Counsellor and senior local officer as required,
- undertaking translations - English to language of the country and vice versa.

(2) Undertakes administrative support functions, by:

30%

- taking responsibility for stocks of Embassy stationery and supplies, preparation of semi-annual stationery requisitions and distribution of monthly supplies to Embassy Sections,
- keeping records of Embassy local staff leave,
- typing twice a month salary pay sheets for local staff,
- calculating monthly long distance telephone account,
- taking responsibility for sale and accounting of consular forms,
- taking responsibility for Petty Cash account for Commercial Division,
- overseeing allocation of duties for driver-messenger.

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INCUMBENT

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SUPERVISOR

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DATE

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DATE