

## Position Description

<b>Job Title:</b>	Clerical Officer
<b>Department:</b>	Any Department / Unit
<b>Reports To:</b>	Managerial / Professional Position
<b>Grade:</b>	4

## Duties and Responsibilities

- Compile and maintain records of office activities under the direction of Line Management;
- Record and update data as required;
- Process clerical transactions as related to the respective duties and responsibilities of the section;
- Be responsible for updating of monthly requests and filing system;
- Coordinate the work of the unit to ensure a smooth running of the Agency with the main objective of providing a better service to customers;
- Perform basic research as deemed necessary;
- Provide support to superiors as required;
- Maintain accurate records, oversee and prepare related documents, ensure confidentiality;
- Liaise with other Units to ensure that the correct information is given at all times;
- Provide support to the team within own and other departments as required;
- Establish a good working relationship within the Agency and others;
- Perform any other reasonable duties as may be assigned from time to time and according to the exigencies of the service.

**PERSON SPECIFICATION** - *The qualifications, experience, skills and other attributes required by the job holder.*

## Essential

- Minimum of one (1) pass at Advanced Level (MQF Level 4)
- Minimum two (2) years proven experience in a Clerical / Administrative function (in the absence of the above)
- Very good communication and organizational skills
- Ability to assimilate in and analyze information, and numeric acumen
- Ability to work unsupervised within own area of responsibility
- Ability to work under pressure
- Takes a positive and proactive approach
- Mature and self-motivated