

## STATE TRADING CORPORATION

### SCHEME OF SERVICE

Post : Management Support Officer

Code : STC 14

Salary : **16400 x 325 – 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 32500**

- Qualifications: A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principal of Accounts obtained at not more than two sittings  
or
- (b) Passes not below Grade C in at least five Subjects including English Language, French and Mathematics or Principal of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject  
or
- (c) An equivalent qualification acceptable to the Board.

#### **Note:**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the board.
- C. Candidates should:
- (i) possess good communication skills;
  - (ii) have a positive attitude towards works;
  - (iii) have a general knowledge of national and International Issues; and
  - (iv) be computer literate.

**Note:**

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

**Duties**

1. To perform clerical and word processing duties including inter alia:
  - (a) preparation, scrutiny and processing of documents, and records;
  - (b) typing and collating a variety of general office correspondence and documents, according to competencies;
  - (c) maintaining files of correspondence, forms, reports and other materials for mailing;
  - (d) carrying out word processing and data entry and updating information in a computer system;
  - (e) photocopying reports and other documents and operating standard office equipment such as telefax machine;
  - (f) carrying out registry, simple finance, human resource and procurement and supply duties, under supervision
  - (g) assisting in administrative duties within the department and to provide general support to operational services;
  - (h) drafting of replies to simple correspondence;
  - (i) operating e-mail services and carrying out secretarial duties, as and when required;
  - (j) effecting simple research on matters pertaining to the department, as and when required; and
  - (k) keeping record regarding documents, books and magazines of the department, and assisting users by providing relevant information, whenever required.
2. To use ICT in the performance of his/her duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Management Support Officers in the roles ascribed to them.