

GUYANA WATER INCORPORATED

JOB DESCRIPTION

Job Number:

Job Title: Technical Assistant

Location: Head Office

Department: **Design of Infrastructure for Water supply demand and Water Resources**

Reports To: Executive Director, DOI

Purpose: To provide administrative and technical support to the Director and to provide a variety of administrative duties in support of the Department.

MAIN DUTIES AND RESPONSIBILITIES

- To prepare and file a variety of technical reports, amend drawings, combine project definition and design reports, letters, memoranda, and other materials from rough draft or notes, or from own initiative for signature by the Head of Department
- To stamp all documents entering the department and pass to the relevant officer
- To ensure that a Document Transfer Note (DTN) is prepared for all documents leaving the department.
- To update daily or as necessary the MS Project Gantt charts and Project tracker etc.
- To record all contracts, scan and email to the executing department.
- To save copies of all final documents in the DOI folder

- To prepare special reports by selecting and collating relevant information from appropriate internal sources or as directed.
- To schedule and maintain a calendar of appointments, Team Brief, meetings and interviews exercising discretion in committing the Director and prepare background material needed and advise on matters to be considered.
- To establish and maintain confidential and other files concerned with policy matters relating to the department and records action taken on sensitive issues.
- To ensure that adequate quantities of office supplies are available to facilitate the work of the office including preparing requisitions, receiving and distributing supplies.
- To follow-up on commitments made by the Director ensuring that appropriate action is taken.

- To ensure that, in the absence of the Director, the requests for information or action are relayed to the appropriate officer and briefs Director on all important or emergency matters.
- Updating of payroll information and submission of summary sheet on or before the due date monthly
- Monitor and follow up on oracle requisitions and receipts.
- To perform other related duties and responsibilities consistent with the purpose and level of the post.

QUALIFICATIONS AND EXPERIENCE

- Administrative Professional Secretaries Diploma and Ordinary Technical Diploma in Building and Civil or equivalent qualification plus at least four years administrative or secretarial experience, two of which should be at the level of Secretary/Administrative Assistant/Personal assistant to a Senior Officer

OR

- A Diploma in Technology (UG) equivalent qualification plus at least five years administrative or secretarial experience, three of which should be at the level of Secretary to a Senior Officer.

Competencies

Working with people

- Demonstrates and interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognizes and rewards the contributions of others
- Listens, consults and communicates proactively
- Supports and cares for others
- Develops an awareness of one's own strengths and weaknesses

Presenting and Communicating Information

- Speaks clearly and fluently
- Expresses opinions and information and key points of a argument clearly
- Gains clear agreement and commitment from others by persuading convincing and negotiating
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of employees and to their reactions
- Projects credibility

Other Skills /Abilities

- Knowledge of Microsoft office, MS Project, AutoCAD,
- Strong interpersonal skills
- A team player
- Ability to use initiative